

**A REGULAR MEETING
OF THE TOWN OF LADYSMITH
COUNCIL AGENDA
5:30 P.M.**

**Tuesday, June 17, 2025
Ladysmith Seniors Centre
630 2nd Avenue**

Pages

1. CALL TO ORDER

Call to Order 5:30 p.m. in Open Session, in order to retire immediately into Closed Session.

Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.

2. CLOSED SESSION

Recommendation

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (g) Litigation or potential litigation affecting the municipality;
- (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for June 17, 2025.

5. RISE AND REPORT- Items from Closed Session

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held June 3, 2025

8

Recommendation

That Council approve the minutes of the Regular Meeting of Council held June 3, 2025.

7. DEVELOPMENT APPLICATIONS

7.1 Development Variance Permit – 316 Mylene Crescent

14

Recommendation

That Council issue Development Variance Permit 3090-25-06 to vary section 10.2.5 (b) of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” to increase the maximum height of the proposed accessory building from 3.5 metres to 4.4 metres for the construction of a garage at 316 Mylene Crescent (Lot 4, District Lot 43, Oyster District, Plan 23917, Except part in VIP69091, PID: 002-927-161).

7.2 Business and Liquor Licence Referral - 611 Oyster Bay Drive

24

Recommendation

That Council:

1. Consider business licence application 1936, pursuant to section 11.1 of “Business License Bylaw 2003, No. 1513”;
2. Opt out of the local government comment process for a liquor license for the proposed location and direct staff to notify the

Liquor and Cannabis Regulation Branch that the Town does not wish to comment on the application; and

3. Authorize the business license inspector to approve the business licence, without conditions under 11.2 of “Business License Bylaw 2003 No. 1513”.

8. REPORTS

8.1 Town of Ladysmith 2024 Annual Municipal Report

As per section 99 of the *Community Charter*, members of the public are invited to make submissions or ask questions.

The 2024 Annual Municipal Report is not included in the agenda package, but a link to the online version is provided below:

Link: <https://www.ladysmith.ca/city-hall/reports-publications>

Recommendation

That Council approve the Town of Ladysmith 2024 Annual Municipal Report.

8.2 Town of Ladysmith 2024 Statement of Financial Information

31

Recommendation

That Council approve the Town of Ladysmith Statement of Financial Information for the fiscal year ended December 31, 2024.

8.3 Strategic Priorities Fund Application

79

Recommendation

That Council direct staff to:

1. Submit an application to the UBCM Strategic Priorities Fund Capital Infrastructure Stream for the sewer, water, stormwater and road infrastructure required to service the Waterfront Area Plan;
2. Incorporate project administration and oversight into existing workplans; and
3. If necessary, prepare any budgets or financial plan amendments to fund potential cost overruns for Council approval.

8.4 Marina Hydro Service Realignment Project 121

Recommendation

That Council approve the change order for MKM Projects in the amount of \$251,200 to realign the marina hydro servicing at the Machine Shop, and amend the 2025-2029 Financial Plan to include a Marina Hydro Servicing project in the amount of \$251,200 with the funding to come from the Heart of the Hub (Machine Shop – Phase 2) project in the amount of \$90,000 and the remaining \$161,200 to come from Appropriated Equity.

8.5 Heart of the Hub Phase 2 (Machine Shop) Sewer Connection Project Update 125

Recommendation

That Council approve the change order in the amount of \$25,113 to MKM Projects Ltd. to fund the Heart of the Hub (Machine Shop) sewer connection, with the additional funds to come from the sewer parcel tax and sewer reserves and amend the 2025-2029 Financial Plan accordingly.

8.6 2025 Call for Poetry – Mayor Kathleen ‘Kay’ Grouhel 129

Recommendation

That Council approve the recommendation from the Public Art Committee for the 2025 Call for Poetry in recognition of Mayor Kathleen ‘Kay’ Grouhel, and direct staff to proceed with ordering and installing the kiosks, signage, and planters to complete the Kay Grouhel recognition project.

8.7 School District 68 Agreement Renewal and Letter of Intent 135

Recommendation

That Council:

1. Approve the renewal of the lease agreement with the Board of Education School District No. 68 (Nanaimo – Ladysmith) for the use to operate the Frank Jameson Community Centre on district land for a period of five (5) years, with an option to renew; and
2. Authorize the Mayor and the Corporate Officer to sign the addendum agreement.

9. BYLAWS

9.1 Bylaw Status Sheet

148

10. NEW BUSINESS

10.1 Council Participation in Special Events Handbook Discussion

On June 9, 2025, Councillor Jacobson submitted a Notice of Motion via e-mail to the Deputy Corporate Officer.

Recommendation

That Council not attend the Special Events Handbook overview discussion to be held with Community Stakeholders.

10.2 Proposed Addition to Council Procedure Bylaw

On June 10, 2025, Councillor Stevens submitted a Notice of Motion via e-mail to the Deputy Corporate Officer.

Recommendation

That Council add the following clause as Section 26.4 to Bylaw 1666 (Council Procedure Bylaw):

"In the case of either a Notice of Legal Action or an Active Legal Action in which the Town is a litigant, no member of Council shall interact in any manner with the opposing party(ies), their legal counsel, representatives or proxies regarding said legal action. Further, no member of Council shall discuss nor reveal details of such Notice of Legal Action or Active Legal Action to any a third party outside of Council or Exempt Leadership Staff of the Town."

11. UNFINISHED BUSINESS

11.1 1130 Rocky Creek Road – Covenant Amendment

149

Recommendation

That Council:

1. Receive the response from the Ministry of Transportation and Transit regarding the modification of Covenant CB215820; and
2. Authorize staff to execute and register the covenant modification agreement for Covenant CB215820.

11.2 Motion to Rescind Resolution CS 2025-151

On June 3, 2025, Councillor Stevens submitted a Notice of Motion via e-mail to rescind Resolution CS 2025-151, passed at the June 3, 2025 Regular Council Meeting.

Recommendation

That Council rescind Resolution CS 2025-151, which reads as follows:

"That Council acknowledge and accept an increase in the Town's liability for any mishaps in 2025 and allow events to be held with a Traffic Control plan designed and implemented by non-accredited volunteers and override the authority of the Corporate Officer to require the Applicant to provide a traffic control plan certified by a professional transportation engineer as shown in s.14 of the Special Event Bylaw 2024 No. 2196."

11.3 2025 Event Traffic Management Funding

On June 10, 2025, Councillor Stevens provided a Notice of Motion via e-mail to the Deputy Corporate Officer.

Recommendation

That Council allocate up to \$50,000 from the Corporate Services legal budget to contract with a traffic management company to design and implement traffic management for the following events in 2025:

- Ladysmith Show 'n Shine - August 2025
- Ladysmith & District Art Council – Arts on the Avenue – August 2025
- Ladysmith Celebration's Society – August 2025
- Ladysmith Festival of Lights – November 2025
- Ladysmith Pride Society – June 2025

11.4 Motion to Rescind Resolution CS 2025-152

On June 3, 2025, Councillor Stevens provided the Deputy Corporate Officer with a written Notice of Motion via e-mail to rescind Resolution CS 2025-152, passed at the June 3, 2025 Regular Council Meeting.

Recommendation

That Council rescind Resolution CS 2025-152, which reads as follows:

"That Council receive the letter from Minister Ravi Kahlon regarding Small-Scale Multi-Unit Housing."

12. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be related to items on the agenda.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

13. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, June 3, 2025

6:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Mayor Deena Beeston
Councillor Ray Gourlay
Councillor Amanda Jacobson
Councillor Duck Paterson

Councillor Marsh Stevens (*joined the meeting via Zoom at 8:19 p.m.*)
Councillor Jeff Virtanen

Council Members Absent:

Councillor Tricia McKay

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Tim Tanton

Chris Geiger
Vidhi Kyada
Nick Pescod
Hayley Young

1. CALL TO ORDER

Mayor Beeston called this Meeting of Council to order at 6:30 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2025-140

That, in accordance with section 90(1) of the Community Charter, Council retire into closed session in order to consider items related to the following:

- (c) Labour relations or other employee relations;
- (g) Litigation or potential litigation affecting the municipality; and
- (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Motion Carried

3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

Mayor Beeston called this Regular Meeting of Council to order at 7:00 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

4. AGENDA APPROVAL

CS 2025-141

That Council approve the agenda for this Regular Meeting of Council for June 3, 2025.

Motion Carried

5. RISE AND REPORT - Items from Closed Session

Council rose from Closed Session at 6:38 p.m. without report.

6. MINUTES

6.1 Minutes of the Public Hearing and Regular Meeting of Council held May 20, 2025

CS 2025-142

That Council approve the minutes of the Public Hearing and Regular Meeting of Council held May 20, 2025.

Motion Carried

7. DELEGATIONS

7.1 Thomas Bevan, CEO, Island Corridor Foundation

Thomas Bevan, CEO of the Island Corridor Foundation, provided a copy of their annual report and updated Council on key initiatives including transit-oriented development, the Shared Vision Project with First Nations, and opportunities to improve interregional transit connectivity.

He highlighted funding received, discussed reconciliation efforts and upcoming projects such as the Ladysmith train station and waterfront development, discussed the hirail option, and answered Council's questions.

8. DEVELOPMENT APPLICATIONS

8.1 Development Variance Permit and Development Permit – 1305 Rocky Creek Road

CS 2025-143

That Council:

1. Issue Development Variance Permit Number 3090-25-04 to vary the following provisions of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” for a proposed mixed-use development at 1305 Rocky Creek Road (Lot 3, District Lots 86 and 98, Oyster District, Plan EPP137580; PID: 032-442-882):

- a. Section 5.19 (a) to increase the height of a single retaining wall from 1.2 metres to 4.2 metres.
- b. Section 5.19 (c) (i) to reduce the required stepping of a retaining wall over 1.2 metres in height from 2.0 metres for every 3.0 metres in height to 0.0 metres for a single engineered retaining wall of 4.2 metres in height.
- c. Section 17.7.5. (g) to vary the permitted location of commercial use from only the first storey of a building to the first and second storeys of a building.

2. Issue Development Permit Number 3060-24-26 to allow construction of a mixed-use development at 1305 Rocky Creek Road; and

3. Require as a condition of the issue of Development Permit 3060-24-26 that the applicant provide landscape security in the amount of \$258,614.80, as stated in the Development Permit (3060-24-26).

Motion Carried

8.2 Temporary Use Permit – 930 Ludlow Road

CS 2025-144

That Council approve Temporary Use Permit 3340-25-03 for Lot 2, District Lot 24, Oyster District, Plan 45800, Except that part in Plan VIP73654 and Plan EPP71248 (930 Ludlow Road) to allow Tourist Accommodation as a temporary use in a caretaker dwelling.

Motion Carried

9. COMMITTEE MINUTES

9.1 Community Planning Advisory Committee - May 14, 2025

CS 2025-145

That Council receive the minutes of the Community Planning Advisory Committee meeting held May 14, 2025.

Motion Carried

10. REPORTS

10.1 Award for Colonia Dam Decommissioning

CS 2025-146

That Council:

1. Approve Change Order No. 1 for \$448,330 (excluding taxes and contingency) to Contract 2024-IS-05A, enabling Spider Mountain Excavators Ltd., the successful bidder for the Mackie Dam decommissioning in the 2024 competitive RFP process, to also decommission Colonia Dam under the existing contract, thereby minimizing additional costs; and
2. Adjust the 2025-2029 Financial Plan budgets for Mackie Weir and Colonia Weir accordingly.

Motion Carried

10.2 Traffic Management Plan – Show 'n Shine Event

Council reviewed a staff report responding to a May 16, 2025 letter from the Show 'n Shine applicants, which options for funding a traffic management plan and related services for the 2025 event.

CS 2025-147

That Council:

1. Receive the May 16, 2025 letter from the Show 'n Shine applicants; and
2. Determine if it wishes to fund the request from the applicants for a traffic management plan and traffic services related to the 2025 event.

Motion Defeated

OPPOSED: All members of Council.

CS 2025-148

That Council direct staff to hire a traffic management company to design and implement a Traffic Management Plan at the Town's cost for the Show 'n Shine Event at a cost not to exceed \$2k.

Motion Defeated

OPPOSED: Mayor Beeston, Councillors Paterson and Virtanen.

CS 2025-149

That Council direct staff to waive the Grant in Aid Policy and provide an additional Grant in Aid in the amount of \$3,929 to the Ladysmith Show 'n Shine, to cover the cost of the traffic management plan and related services for the 2025 event.

Motion Defeated

OPPOSED: Mayor Beeston, Councillors Paterson and Virtanen.

Councillor Stevens joined the meeting at 8:19 p.m.

CS 2025-150

That Council acknowledge and accept an increase in the Town's liability for any mishaps and allow the Show 'n Shine event to be held with a Traffic Control plan designed and implemented by non-accredited volunteers and override the authority of the Corporate Office to require the Applicant to provide a traffic control plan certified by a professional transportation engineer as shown in s.14 of the Special Event Bylaw 2024 No. 2196.

Motion Defeated

OPPOSED: Councillors Gourlay, Jacobson and Paterson.

CS 2025-151

That Council acknowledge and accept an increase in the Town's liability for any mishaps in 2025 and allow events to be held with a Traffic Control plan designed and implemented by non-accredited volunteers and override the authority of the Corporate Officer to require the Applicant to provide a traffic control plan certified by a professional transportation engineer as shown in s.14 of the Special Event Bylaw 2024 No. 2196.

Motion Carried

OPPOSED: Councillors Gourlay and Jacobson.

11. BYLAWS

11.1 Bylaw Status Sheet

12. CORRESPONDENCE

12.1 Small-Scale Multi-Unit Housing

CS 2025-152

That Council receive the letter from Minister Ravi Kahlon regarding Small-Scale Multi-Unit Housing.

Motion Carried

13. QUESTION PERIOD

A member of the public inquired about which events currently have approved traffic management plans, which are still pending, and why a Councillor attending remotely was not voting. Another member of the public asked why traffic management plans are required to be prepared by an engineer, rather than by a traffic management professional.

14. ADJOURNMENT

CS 2025-153

That this Regular Meeting of Council be adjourned at 8:28 p.m.

CERTIFIED CORRECT

Mayor (D. Beeston)

Deputy Corporate Officer
(E. Anderson)

STAFF REPORT TO COUNCIL

Report Prepared By: Vidhi Kyada, Planning Technician
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: June 17, 2025
File No: DVP 3090-25-06
RE: Development Variance Permit – 316 Mylene Crescent

RECOMMENDATION:

That Council issue Development Variance Permit 3090-25-06 to vary section 10.2.5 (b) of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” to increase the maximum height of the proposed accessory building from 3.5 metres to 4.4 metres for the construction of a garage at 316 Mylene Crescent (Lot 4, District Lot 43, Oyster District, Plan 23917, Except part in VIP69091, PID: 002-927-161).

EXECUTIVE SUMMARY:

The purpose of this report is to introduce a proposal to permit the construction of an accessory building at 316 Mylene Crescent for Council’s consideration. The proposed development requires a Development Variance Permit (DVP) to increase the permitted height of an accessory building from 3.5 metres to 4.4 metres (a 0.9-metre increase). Staff recommend approval of DVP 3090-25-06 (Attachment B) based on the analysis of the impacts.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:**Subject Property**

The subject property is a 814 square metre parcel located at 316 Mylene Crescent. The property is currently designated Neighbourhood Residential under the Official Community Plan (OCP) and zoned R-1 under the Zoning Bylaw. The property is currently occupied by a two-storey single-family dwelling unit built in 1980.

Surrounding land-uses include:

- Northwest: Coronation Mall, Oceanview Community Church and single-family dwellings zoned R-1.
- Northeast: Dairy Queen Grill & Chill and single-family dwellings zoned R-1.
- Southeast: Single-family dwellings zoned R-1.

- Southwest: A multi-unit residential building zoned R-3-A and single-family dwellings zoned R-1.

Background

The Neighbourhood Residential designation within the OCP is intended to provide residential areas with diverse housing types, tenures, and densities. The proposal is consistent with the OCP Designation.

The R-1 zone previously permitted a maximum accessory building height of 3.5m where the roof pitch of a building is less than 4:12 measured to the roof peak. Council adopted Bylaw No. 2186 on June 27, 2024, which changed the height calculation slightly to be measured to the midpoint of the roof peak and eaves. This change was to align with SSMUH guidelines (which specify height regulations using this method) and to make the Zoning Bylaw more consistent throughout.

The proposed garage features a roof pitch of 1:12 and a height of 4.22m measured to the roof peak which exceeds the previous height limit by 1.22m. When measured to the midpoint of the roof peak and eaves, the garage height is 0.8 meters over the current maximum accessory building height; therefore, a height variance is still required.

On July 16, 2024, Council adopted “Ladysmith Officers and Delegation of Authority Bylaw 2016, No.1905 Amendment Bylaw No. 2180” to authorize staff to issue development variance permits for *Minor Variances*. However, the allowable delegated variance for accessory buildings is 0.25 meters, and the proposed variance exceeds this threshold. Subsequently, this application must be considered by Council.

A map of the subject property is provided in Attachment A.

PROPOSAL:

The applicant is requesting to vary the height of the accessory building from 3.5m to 4.4m. The proposed increase in height is to accommodate storage in the garage and to provide adequate space for the maintenance of classic cars. The proposed accessory building complies with all other regulations of the R-1 zone. The applicant has provided a rationale letter describing their proposal, which is included in this report as Attachment C.

ANALYSIS:

The proposed garage is effectively screened on the north-east side by an existing mature hedge along Mylene Crescent and on the south-east side by the main house. This existing vegetation and placement of the proposed garage minimizes the visual impacts from the street and adjacent lots.

The neighbouring houses are located approximately 20m away from the proposed garage, thereby reducing the potential of overlook. The requested height variance is a modest increase of only 0.8m and is expected to have a negligible impact on the surrounding properties.

Based on the analysis above, staff do not expect negative impacts from the proposed variance and, therefore, recommend approval of DVP 25-06.

ALTERNATIVES:

Council can choose to:

1. Not issue DVP 3090-25-06.
2. Defer consideration of the application and refer the proposal to a subsequent meeting of Council.
3. Amend the conditions of the proposed permit and approve the issuance of the permit as amended.
4. Refer the application back to staff for further review, as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Standard requirements for Council consideration and referrals under provincial legislation have been accounted for in the staff's review and processing of the application and within the recommendations of this report.

The *Local Government Act* allows Council to vary Zoning Bylaw regulations (excluding regulations for use, density and rental tenure) through the issuance of a DVP. Development Variance Permits are discretionary decisions of Council, and Council has no obligation to approve the proposed variance.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Mail notification for the proposed Development Variance Permit (DVP 3090-25-06), pursuant to section 499 of the *Local Government Act*, was carried out on June 6th, 2025. The notice was mailed and delivered to property owners/residents within 60m of the subject property. No written submissions were received prior to the time of writing this report.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was circulated amongst Town departments for review. Their comments are summarized below:

Table 1: Department Comments

Referred (Yes/No)	Department	Comments
Yes	Infrastructure Services	Applicant must meet storm water requirements at building permit stage.
Yes	Building Inspection	No Concerns.
No	Parks Recreation and Culture	N/A
No	Financial Services	N/A
No	Legislative Services/Corporate Services	N/A
No	Fire/Protective Services	N/A

COMMUNITY PLANNING ADVISORY COMMITTEE (CPAC) REVIEW:

A CPAC review is not required under the CPAC Terms of Reference.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Subject Property Map
- B. Development Variance Permit 3090-25-06
- C. Applicant's Letter of Rationale



 Subject Property

LOCATION MAP



 Subject Property

ZONING MAP



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 Local Government Act)

FILE NO: 3090-25-06

DATE: June 17, 2025

Name of Owner(s) of Land (Permittee): Colton Cody Carson

Applicant: Colton Cody Carson

Subject Property (Civic Address): 316 Mylene Crescent

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

**Lot 4, District Lot 43, Oyster District, Plan 23917, Except part in VIP69091
PID: 002-927-161
(316 Mylene Crescent)
(referred to as the "Land")**
3. Section 10.2.5 (b) of the "Single Dwelling Residential (R-1)" zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied for the Land by increasing the *Height* of an *Accessory Building* from 3.5 metres to 4.4 metres to allow a construction of an *Accessory Building* as shown on **Schedule A – Survey Plan** and **Schedule B – Building Elevations**.
4. Pursuant to section 501(2) of the *Local Government Act*, the Land described herein shall be developed strictly in accordance with terms, conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
5. The following plans and specifications are attached:
 - (a) **Schedule A – Survey Plan**
 - (b) **Schedule B – Building Elevations**
6. Pursuant to section 504(1) of the *Local Government Act*, if the Permittee does not substantially start any construction permitted by this Permit within **two years**

of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.

7. For the purposes of section 6, “substantially start” means:
 - a. works undertaken in compliance with this permit and the bylaws of the Town for which a valid building permit has been issued; and
 - b. does not include clearing, grubbing or excavation work.
8. Notice of this Permit shall be filed in the Land Title Office at Victoria under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit (**3090-25-06**) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Town.

AUTHORIZED BY RESOLUTION NO. _____ PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH ON THE 17th DAY OF JUNE 2025.

SCHEDULE A - Survey Plan
DVP 3090-25-06
316 Mylene Crescent

Accessory Building Height
Variance from 3.5m to 4.4m

Rem 1
PLAN 43316

Rem 4
PLAN 23917

5
PLAN 23917

**SITE PLAN FOR LOT 4, DISTRICT LOT 43,
OYSTER DISTRICT, PLAN 23917, EXCEPT
PART IN VIP69091.**

SHOWING LOCATION OF EXISTING BUILDINGS
AND FEATURES THEREON.

TOWN OF LADYSMITH
CMC ADDRESS: 316 MYLENE CRESCENT
PID: 002-927-161
ZONE: R-1
PARCEL AREA: 814.m²
CLIENT: CARSON, COLTON



SCALE 1:150

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

LEGEND:

- +99.75 - DENOTES SPOT ELEVATION OF 99.75m (TYPICAL)
- - DENOTES STANDARD IRON POST FOUND
- CB - DENOTES CATCH BASIN
- GW - DENOTES POWER POLE ANCHOR
- PP - DENOTES POWER POLE
- MH - DENOTES MANHOLE
- 0.900 DEC - DENOTES 0.90m Ø DECIDUOUS TREE

BUILDING AND HEIGHT CALCULATIONS	
Zone*	R-1
Parcel Area	814.4 m ²
Parcel Coverage	23.6%
Average Natural Grade (NG)	99.13 m
Average Finished Grade (FG)	99.07 m
Maximum Permitted Building Height	3.5 m
Maximum Roof Peak Elevation	102.63 m
Proposed Roof Peak Elevation*	103.78 m
Proposed Midpoint of Roof	103.33 m

*Town of Ladysmith Bylaw 2014, No. 1860
*Height Variance Required

VERTICAL DATUM:

ELEVATIONS ARE ASSUMED.

PROPERTY:

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY.
OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.
REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.

GENERAL:

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.
FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.
BUILDING LOCATION BASED ON SURVEY TIES TO VISIBLE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.
TREE SPECIES AND DIMENSIONS SHOULD BE CONFIRMED BY A QUALIFIED ARBORIST. SHADED AREA IS NOT AN INDICATION OF DRIP LINE LOCATION UNLESS SPECIFICALLY LABELLED.

NOTE:

PROPOSED SHOP DIMENSIONS SHOWN ARE BASED DISCUSSION WITH CLIENT. FINAL LOCATION TO BE DETERMINED

THIS PLAN HAS BEEN PREPARED FOR PRELIMINARY PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.

ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD.

BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

CERTIFIED CORRECT



Digitally signed by
Todd Jordan
Mackenzie – BCLS -
ABCLS

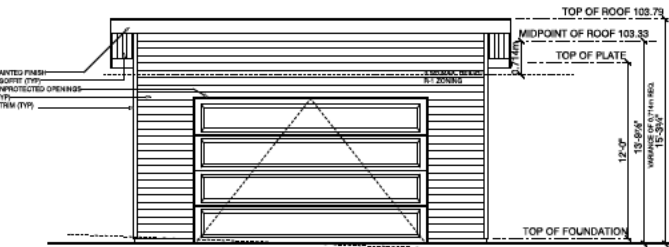
FIELD SURVEY COMPLETED ON THE 25th DAY OF JANUARY, 2025.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.

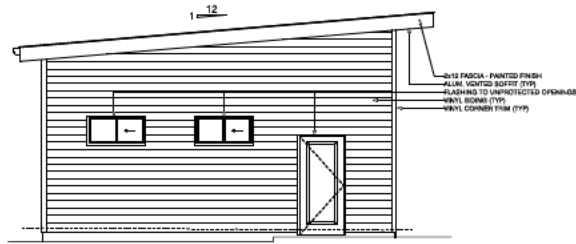


DATE:	BY:
2025-02-05	TDM
2025-02-13 - REVISED SIZE	TM
2025-05-08 - REVISED SIZE, UPDATED HEIGHTS	TDM
2025-06-03 - ADDED MIDPOINT ELEVATION	TM
REVISION:	3

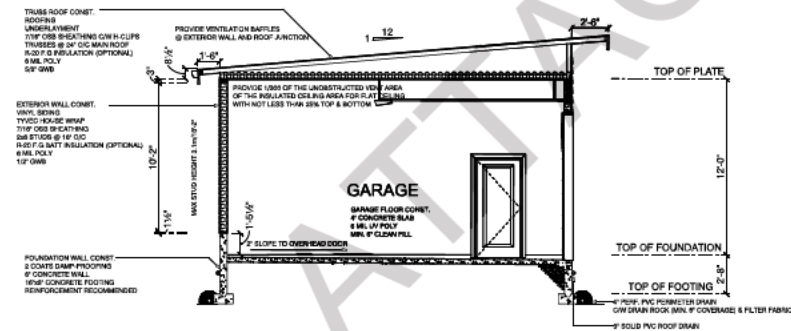
SCHEDULE B - Building Elevations
DVP 3090-25-06
316 Mylene Cresnet



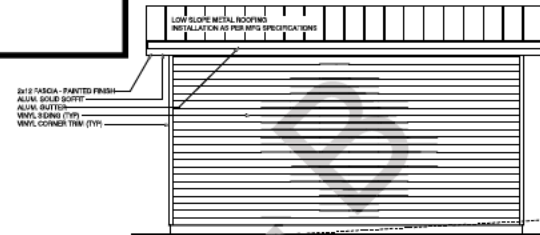
FRONT
 SCALE: 1/4" = 1'-0"



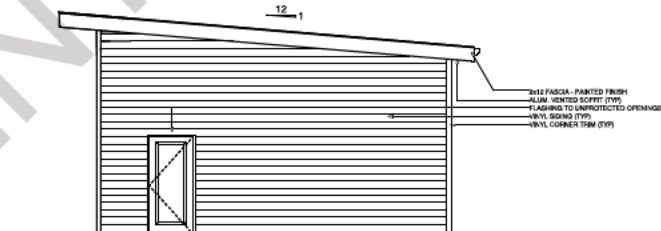
LEFT
 SCALE: 1/4" = 1'-0"



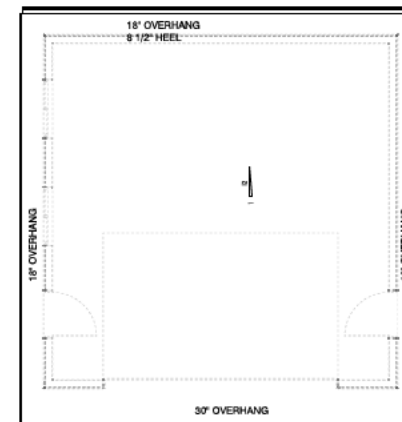
CROSS SECTION A
 SCALE: 1/4" = 1'-0"



BACK
 SCALE: 1/4" = 1'-0"



RIGHT
 SCALE: 1/4" = 1'-0"



ROOF
 SCALE: 1/4" = 1'-0"

A3

APPROVED: DP
 CHECKED BY: DP

DATE: May 31, 2025

SCALE: 1/4" = 1'-0"
 DRAWN BY: DP

OCEAN MIST DEVELOPMENT CORP
 PHONE: 280.713.8700
 20000 S. 100th Ave.
 Suite 100
 Kent, WA 98032
 VME 544

OCEAN MIST

316 MYLENE CRES
 CLIENT: COLTON CARSON
 PROJECT: COLTON CARSON
 PHONE:

Subject: Request for Height Variance - Detached Garage at 316 Mylene Crescent

To whom it may concern,

My name is Colton Carson, and I reside at 316 Mylene Crescent in Ladysmith with [REDACTED]
[REDACTED]. We have proudly called Ladysmith home for the past ten years and are committed to maintaining and enhancing the character of our neighbourhood.

I am writing to respectfully request a height variance of 0.714m for a detached garage that I plan to build on our property. The proposed structure will slightly exceed the allowable height limit due to its intended use: secure storage and maintenance of my classic cars, which has long been a personal passion of mine.

The garage has been carefully designed to remain in harmony with our existing home and surrounding properties. It will be situated in such a way that it does not obstruct any of our neighbours' views or impact their enjoyment of their own properties. I have consulted with nearby neighbours regarding the plans, and there have been no concerns raised to date.

This garage will not be used for commercial purposes, but rather as a private space to preserve and care for a few collector vehicles. We believe the structure will not only meet our family's needs but also contribute positively to the overall appearance and value of the property.

Thank you for considering my application. I would be pleased to provide any additional information you may require and am happy to appear before Council if needed to further discuss this request.

Sincerely,

Colton Carson

316 Mylene Crescent
Ladysmith, BC V9G 1V1
[REDACTED]
[REDACTED]

STAFF REPORT TO COUNCIL

Report Prepared By: Julia Dewijn, Planner
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: June 17, 2025
Re: **Business Licence Application 1936 (La Costa) and Food Primary Liquor Licence Endorsement – 611 Oyster Bay Drive**

RECOMMENDATION:

That Council:

1. Consider business licence application 1936, pursuant to section 11.1 of “Business License Bylaw 2003, No. 1513”;
2. Opt out of the local government comment process for a liquor license for the proposed location and direct staff to notify the Liquor and Cannabis Regulation Branch that the Town does not wish to comment on the application; and
3. Authorize the business license inspector to approve the business licence, without conditions under 11.2 of “Business License Bylaw 2003 No. 1513”.

EXECUTIVE SUMMARY:

The Town has received a business licence application for a full-service restaurant at 611 Oyster Bay Drive. The restaurant (“La Costa”) has applied for a liquor licence and the Business Licence Bylaw requires Council to consider the business licence prior to issuance. The anticipated opening date of the restaurant is July 1st and staff expect to receive an application referral (4320-25-02) from the Liquor and Cannabis Regulation Branch (LCRB) prior to that date. Under section 38 of the *Liquor Control and Licensing Act*, Council can “opt out” of the local government comment process. Staff recommend that Council direct staff to issue the proposed business licence and opt out of the local government comment process.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2022-036	February 15, 2022	That Council, in response to the referral from the Liquor and Cannabis Regulation Branch for a patio endorsement application in conjunction with a food primary license for the Oyster Bay Café at 611 Oyster Bay Drive, opt out of the local government comment process and direct staff to notify the Province that the Town does not wish to comment on the application. <i>Motion Carried</i>

Resolution	Meeting Date	Resolution Details
CS 2020-309	October 20, 2020	That Council advise the Liquor and Cannabis Regulation Branch that it supports the extension of Temporary Expanded Service Area authorization until October 31, 2021, pursuant to Liquor and Cannabis Regulation Board Policy Directive 20-26. <i>Motion Carried</i>
CS 2020-187	June 16, 2020	That Council provide preapproval for Temporary Expanded Service Area Authorizations pursuant to Liquor and Cannabis Regulatory Board Policy Directive 20-13. <i>Motion Carried</i>

INTRODUCTION/BACKGROUND:

The proposed full-service restaurant, “La Costa,” would operate out of an existing floating building at the Oyster Bay Marina. The Oyster Bay Café previously operated out of the same building with an occupancy load of 52 people. La Costa would have an approved occupancy load of 82 people, allowing up to 72 patrons and 10 staff on the premises at a time. During its time as Oyster Bay Café, the establishment and patio was authorized under LCRB’s Temporary Expanded Service Area (TESA)¹ program and a Food Primary Licence.

Section 11.1 of the “Business Licence Bylaw 2003, No. 1513” requires that business licences for businesses regulated under the *Liquor Control and Licensing Act* be considered by Council prior to their issuance.

Staff anticipate the LCRB will refer a Food Primary licence to the Town for La Costa. A Food Primary License is issued by the LCRB for businesses where the primary purpose is food service.

The Town has no formal policies related to application referrals for patio and food primary endorsements². For more significant liquor license applications, including a liquor primary application for Zack’s Lounge in 2016 and a Lounge Area Endorsement for the Bayview Brewing Company in 2021, Council opted in to the local government comment process and gathered resident views. However, Council also has the option to opt out of the local government comment process for a particular application.

DISCUSSION:

Business Licence Bylaw 2003, No. 1513

Section 11.2 “Liquor Licenced Establishments” (p. 5) in the Business License Bylaw outlines terms and conditions Council may reasonably impose on a business licence subject to the *Liquor Control and Licensing Act*. Generally, the nature of possible terms and conditions Council may impose relate to the following measures:

- Managing patron behaviour inside and outside of the liquor establishment.
- Ensuring patron safety and security inside and outside of the liquor establishment.

¹ This was a temporary program intended to help businesses operate under COVID-19 restrictions and has since been discontinued.

² The Town’s only liquor policies relate to special occasion licenses.

- Serving liquor responsibly to patrons.
- Maintaining the establishment's appearance and condition.

Council may choose not to impose any terms and conditions on the business licence. Because a licensed restaurant operated in this location before, without any special conditions, staff are recommending issuance of the business licence without any terms and conditions.

LCRB Liquor Licence Referral

As noted above a licensed restaurant location previously operated at this location without incident and the Town opted out of the LCRB referral process. Therefore, staff recommend opting out of the referral process for this business.

ALTERNATIVES:

Council can choose to:

1. Direct staff to deny the business licence application, providing specific reasons for its denial.
2. Direct staff to issue the business licence with terms and conditions Council considers to be reasonable, as specified by Council; or
3. Direct staff to "opt in" to the LCRB referral process and report back to Council if and when a referral is received from the LCRB.

FINANCIAL IMPLICATIONS:

The Town's fee for Community Consultation for a Liquor Licence Primary referral review is \$1,750 plus advertising costs. This fee will not be charged if Council opts out of the referral process. The LCRB review process and fees will still apply.

LEGAL IMPLICATIONS:

Section 38 of the *Liquor Control and Licensing Act* requires the Town to decide whether to opt in or opt out of the local government comment process. If the Town decides to opt in, the Town must gather residents' views in accordance with the criteria set under section 38(3) of the *Act*. If the Town opts out, there is no requirement for the Town to gather residents' views.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

No public consultation is required if Council opts out of the local government comment process.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The business licence application has been referred to the Planning, Building and Engineering Departments. No issues were identified by these departments. The Fire Department has been working with La Costa's contractor and engineers to ensure the new restaurant and cooking facilities comply with the fire code. The contractor will file a report with the fire department once the renovations are complete. There are no referral requirements if Council opts out of the local government comment process. The LCRB will be responsible for referring the application to affected agencies.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Core Infrastructure | <input checked="" type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Subject Property Map
- B. Occupant Load

SUBJECT PROPERTY MAP

Attachment A

611 Oyster Bay Drive




 Subject Property

SUBJECT PROPERTY MAP

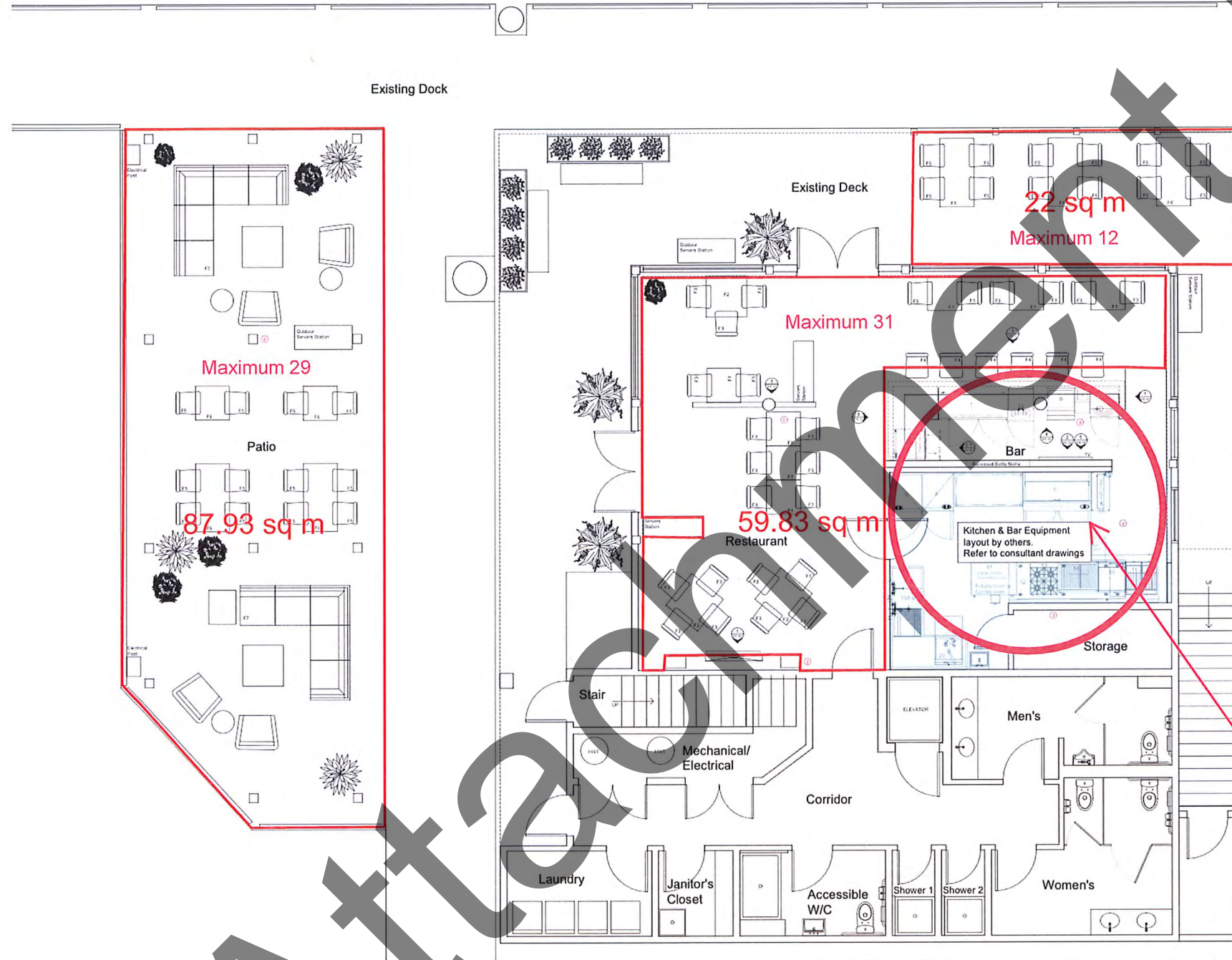
611 Oyster Bay Drive – Extent of Proposed Restaurant



 Extent of Restaurant

0 5 10 20 Metres

FLOOR PLAN



Occupancy Load Limit Breakdown

- Maximum 31 patrons inside
- Maximum 10 staff in the kitchen/bar area
- Maximum 12 patrons in the nearest patio
- Maximum 29 patrons in the larger patio

Total 82 Occupants

The load was determined using the most restrictive factors found in the Building Code and Fire Code. The minimum width of access to egress (1100mm wide from all areas) was reviewed. With the current layout of chairs/tables, it appears that the areas provide 1100mm access. If this is not the case, please inform the Town.

Onus is on the owner to ensure the layout remains as accepted. If changes are proposed, please inform the Town.



Maximum 10 Staff



TOWN OF LADYSMITH

STATEMENT OF FINANCIAL INFORMATION

YEAR ENDED DECEMBER 31, 2024

**TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2024**

Financial Information Act

Prepared under the *Financial Information Regulation*, Schedule 1

Statement of Financial Information Approval

Please see 2024 Audited Financial Statements for:

- Management Report
- Statement of Assets and Liabilities – *See consolidated statement of financial position*
- Operational Statement – *See Schedule 1*
- Notes to the Financial Statements – *See all notes*
- Schedule of Debts - *See Notes 12-14*

Schedule of Guarantee and Indemnity Agreements

The Town of Ladysmith has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Statement of Severance Agreements

*There was **no** severance agreements made between the Town of Ladysmith and its non-unionized employees during fiscal year 2024.*

Schedule of Elected Official Remuneration and Expenses

Schedule of Employee Remuneration and Expenses

Schedule of Payments for Goods and Services

**TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Section 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Erin Anderson
Director of Financial Services
June 17, 2025

Deena Beeston
Mayor
June 17, 2025

TOWN OF LADYSMITH
SCHEDULE OF RENUMERATION AND EXPENSES FOR 2024

Elected Officials

NAME	POSITION	REMUNERATION	EXPENSES
Stone, Aaron	Mayor	\$34,155	\$9,912
Gourlay, Raymond	Councillor	17,155	7,707
Jacobson, Amanda	Councillor	17,155	6,724
McKay, Patricia	Councillor	24,252	8,259
Paterson, Donald	Councillor	17,155	2,585
Stevens, Andrew	Councillor	17,155	5,913
Virtanen, Jeffrey	Councillor	17,155	4,495
Total Elected Officials		\$144,182	\$45,595

Employees

NAME	POSITION	PAYROLL	EXPENSES
Anderson, Erin	Director of Financial Services	\$156,364	\$3,739
Baker, Shawn	Utilities Supervisor - Treatment & Supply	139,281	2,412
Barfoot, Christopher	Director of Parks, Recreation & Culture	142,895	265
Belobaba, Jake	Director of Development Services	147,090	642
Bouma, Neil	Certified Carpenter	84,688	275
Bouma, Ryan	Director of Infrastructure Services	88,185	2,097
Bouma, Susan	Manager of Corporate Services	108,420	309
Brand, Jennifer	Building Inspector	86,588	1,906
Cai, Victor	Certified Utility Operator III	104,963	1,367
Clayton, Colin	Information Technology Coordinator	95,132	-
Clausen, David	Facilities Maintenance Worker II	80,098	-
Cnossen, Travis	Equipment Operator I	78,401	-
Coussens, Gregory	Certified Utility Operator II	87,232	522
Demchuk, Michael	Certified Utility Operator II	92,668	925
Deo, Oswaldo	Certified Utility Operator II	88,476	1,339
Freer, Shawn	Equipment Operator II	88,476	-
Frost, Richard	Manager of Facilities Operations	112,439	126
Fukakusa, Gerald	Manager of Accounting Services	127,475	1,365
Ganderton, Michael	Streets Supervisor	90,653	1,716
Geiger, Christopher	Fire Chief/Manager of Protective Services	110,085	3,558
Geisbrecht, Kelly	Facilities Maintenance Supervisor	86,487	-
Gill, Michele	Senior Engineering Technologist	89,078	1,438
Glenn, Susan	Supervisor-Community Programs & Serv	79,719	265
McCarrick, Allison	Chief Administrative Officer	179,286	1,843
McConnell, Patricia	Manager of Human Resources	123,677	1,773
McMillan, James	Certified Utility Operator II	80,894	2,228
Morgan, Michael	Equipment Operator III	81,672	-
Peterson, Ali	Utilities Supervisor - Distrib & Collection	103,709	3,963
Pinnington, Chris	Engineering Technologist	78,258	684
Simpson, Robert	Parks Maintenance Supervisor	90,009	4,035
Skelton, Simon	Sr Parks Maintenance Worker	75,228	504
Thew, Leonard	Manager of Operations	120,155	-
Tierney, Julie	Executive Liaison	92,518	-
Van Vliet, Mark	Senior Building Inspector	100,138	1,729
Vaux, Ronald	Certified Mechanic	87,652	-
Winter, Wolf	Certified Utility Operator II	80,355	1,344
Zhang, Keija	Certified Utility Operator III	120,242	720
Total: Employees with remuneration greater than \$75,000		\$3,778,686	\$43,088
Add Employees with remuneration less than \$75,000		3,105,022	42,184
Add Elected officials		144,182	45,595
Total: All employees		\$7,027,890	\$130,867

Reconciliation with Financial Statements

Add Purchase of benefits	\$1,869,140
Less Capital labour	(21,143)
Add Accruals, statutory reporting and timing differences	102,471
Wages & Benefits - Schedule 1 Financial Statements	\$8,978,358

TOWN OF LADYSMITH
SCHEDULE OF PAYMENTS MADE FOR GOODS AND SERVICES IN 2024

Payee	Total Payments
1428346 dba GARCO COATING SYSTEMS	\$40,244
AINSWORTH	61,821
ALS CANADA LTD	28,744
ALSCO CANADA CORP	29,273
ALUMICHEM CANADA INC	53,643
ARCHIE JOHNSTONE PLUMBING & HEATING LTD	27,487
ASSOCIATED ENGINEERING (BC) LTD	105,016
BC ASSESSMENT AUTHORITY	123,238
BC HYDRO	539,453
BC LIFE & CASUALTY COMPANY	51,624
BEAVER ELECTRICAL MACHINERY LTD	84,577
BULLET SECURITY	32,784
BUNZL	52,093
CASCARA CONSULTING ENGINEERS LIMITED	31,275
CENTRALSQUARE CANADA SOFTWARE INC	38,476
CLASSIC CORE COMMUNITY LTD (INC NO BC0881527)	490,569
CLEARTECH INDUSTRIES INC	281,751
COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	53,359
COMMERCIAL TRUCK EQUIPMENT CO	34,995
COWICHAN PETROLEUM SALES (2007) LTD	131,908
COWICHAN VALLEY REGIONAL DISTRICT	5,134,920
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	1,205,781
CUMMINS CANADA ULC	31,927
DARWIN AUTOMATION MACHINeworks LTD	74,025
DAVEY TREE TREE EXPERT CO OF CANADA LTD	28,061
DAVID STALKER EXCAVATING LTD	89,415
DB PERKS & ASSOCIATES LTD	34,489
DENBOW	25,608
ECORA ENGINEERING & ENVIRONMENTAL LTD	141,239
FINELINE ROAD MARKING	46,427
FIRST NATIONAL FINANCING LP	43,639
FMC HOLDINGS LTD	91,959
FORTISBC - NATURAL GAS	26,905
GLOBAL INDUSTRIAL CANADA	26,474
HARRIS & COMPANY	31,863
HEROLD ENGINEERING LTD	44,520
HOLLAND CREEK LIMITED PARTNERSHIP 0963984 BC	75,000
HUB CITY PAVING LTD	222,016
ICBC	48,677
ICONIX WATERWORKS LIMITED PARTNERSHIP	80,280
IN THE DIRT CONTRACTING LTD	489,936
IVORY TOWER INVESTMENTS LTD	34,467
KNOX MECHANICAL LTD	77,100
KOERS & ASSOCIATES ENGINEERING LTD	106,194
LADYSMITH FREEHOLDERS INC	56,975
LAFARGE ASPHALT TECHNOLOGIES A DIV OF	51,821
	over

Payee	Total Payments
LIDSTONE & COMPANY	\$70,602
MCELHANNEY CONSULTING SERVICES LTD	29,829
MCRAE'S ENVIRONMENTAL SERVICES LTD	35,325
MICROSERVE	61,740
MINISTER OF FINANCE	156,586
MINISTRY OF SMALL BUSINESS AND REVENUE	1,466,619
MKM PROJECTS LTD	147,356
MNP LLP	34,073
MONARCH NA STRUCTURES LTD	49,140
MONK OFFICE	34,055
MUNICIPAL FINANCE AUTHORITY	235,156
MUNICIPAL INSURANCE ASSOCIATION OF BC	280,821
MUNICIPAL PENSION FUND	508,203
PACIFIC BLUE CROSS	297,667
PEAK GEOSPATIAL	30,861
PGO DEVELOPMENTS LTD	26,395
PRAIRIECOAST EQUIPMENT INC	132,486
RBS MANAGED IT SERVICES INC	70,527
RECEIVER GENERAL (Payroll only)	436,047
RECEIVER GENERAL FOR CANADA	1,566,909
RUSHWORTH ELECTRICAL SERVICES INC	122,198
SCHOOL DISTRICT #68	38,972
SHAW CABLESYSTEMS GP	37,573
STEWART MCDANNOLD STUART	102,082
SVN ARCHITECTS & PLANNERS	36,395
TELUS MOBILITY	31,012
TROJAN UV	51,074
TURNER & ASSOCIATES LAND SURVEYING INC	49,658
US BANK	263,038
VANCOUVER ISLAND REGIONAL LIBRARY	578,184
VANDERBEKEN ENTERPRISES LTD	40,002
VIMAR EQUIPMENT LTD	500,190
WASTE CONNECTIONS OF CANADA INC	369,588
WEST COAST PRE FAB LTD	75,195
WORKSAFE BC	414,173
WSP CANADA INC.	301,886
XTEND RENTALS	31,090
	<hr/> 19,324,754
Grants and contributions over \$25,000:	
LADYSMITH CHAMBER OF COMMERCE	67,842
LADYSMITH RESOURCES CENTRE ASSOCIATION	116,252
Total payments over \$25,000	<hr/> 19,508,847
Payments under \$25,000	2,078,837
Grants under \$25,000	60,089
Total payments made	<hr/> <hr/> \$21,647,773
Reconciliation:	
Total payment made (above)	21,647,773
Expenses - Schedule 1 Financial Statements	<hr/> 21,421,864
Difference	<hr/> 225,909

Differences due to timing, cash versus accrual accounting and PSAB accounting

Appendix 1 -
2024 Audited
Financial Statements



INDEX TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Management Report

Independent Auditor's Report

Consolidated Financial Statements

Consolidated Statement of Financial Position	1
Consolidated Statement of Operations	2
Consolidated Statement of Cash Flows	3
Consolidated Statement of Changes in Net Financial Assets	4
Notes to the Consolidated Financial Statements	5-33

Schedules

I	Statement of Operations by Segment – 2023 & 2024	34-35
II	Consolidated Statement of Tangible Capital Assets – 2023 & 2024	36-37

STATEMENT OF MANAGEMENT'S RESPONSIBILITY

The accompanying Consolidated Financial Statements are the responsibility of the management of the Town of Ladysmith and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting standards.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

MNP LLP as the Municipality's appointed external auditors, have audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian Auditing Standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian Public Sector Accounting Standards.



Allison McCarrick
Chief Administration Officer

To the Mayor and Council of the Town of Ladysmith:

Opinion

We have audited the consolidated financial statements of the Town of Ladysmith (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, net financial assets and cash flows for the year then ended, and notes and schedules to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2024, and the results of its consolidated operations net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 15, 2025

MNP LLP

Chartered Professional Accountants

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

		<u>2024</u>	<u>2023</u>
Financial Assets			
Cash and short-term deposits	(Note 3)	\$ 54,167,730	\$ 45,156,809
Accounts receivable	(Note 5)	<u>2,464,695</u>	<u>2,423,885</u>
		<u>56,632,425</u>	<u>47,580,694</u>
Liabilities			
Accounts payable and accrued liabilities	(Note 6)	2,663,079	2,544,282
Post-employment benefits	(Note 7)	357,400	334,200
Deferred revenue	(Note 8)	3,430,831	2,016,048
Refundable deposits and other	(Note 9)	2,091,477	2,102,252
Restricted reserves	(Note 10)	560,984	535,460
Development cost charge reserve	(Note 11)	9,736,879	8,944,041
Canada Community-Building reserve	(Note 12)	2,067,700	1,690,208
Equipment financing	(Note 13)	2,659,293	2,763,478
Debenture debt	(Note 14)	12,816,879	13,670,140
Asset Retirement obligation	(Note 15)	<u>3,100,092</u>	<u>3,086,870</u>
		<u>39,484,614</u>	<u>37,686,979</u>
Net Financial Assets		<u>17,147,811</u>	<u>9,893,715</u>
Non-Financial Assets			
Tangible Capital Assets	(Schedule II)	119,097,968	121,941,879
Prepays		99,720	90,502
Inventory		<u>84,586</u>	<u>87,215</u>
		<u>119,282,274</u>	<u>122,119,596</u>
Accumulated Surplus	(Note 20)	<u>\$ 136,430,085</u>	<u>\$ 132,013,311</u>

Commitments and Contingencies (Note 16)
Subsequent Events (Note 30)



Director of Financial Services

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2024

		2024	Budget 2024 (Note 21)	2023
Revenue				
Taxation	(Note 23)	\$ 13,695,892	\$ 13,642,684	\$ 12,896,686
Sale of Services	(Note 24)	5,333,278	4,927,229	5,103,849
Investment Income		2,011,086	1,342,567	1,792,143
Licence, Permits, Rentals & Penalties	(Note 25)	1,104,172	915,655	1,306,204
Grants	(Note 26)	3,364,275	19,428,288	6,104,747
Donations and contributed tangible capital assets		400,392	3,899,605	4,681,127
Gain (loss) on foreign exchange		25,423	-	(2,752)
Loss on disposal of tangible capital assets		(344,180)	-	(670,565)
Development fees		59,131	3,089,065	307,100
Canada Community-Building funds utilized	(Note 12)	189,169	374,371	830,201
		<u>25,838,638</u>	<u>47,619,464</u>	<u>32,348,740</u>
Expenses				
General government services		2,859,760	3,966,031	3,294,048
Protective services		2,705,702	2,997,680	2,812,208
Transportation services		3,086,495	3,582,796	2,880,132
Solid Waste services		582,994	912,236	552,275
Cemetery services		32,328	38,392	44,236
Development services		891,760	1,010,366	827,332
Recreation and cultural services		3,820,761	4,197,240	3,936,935
Parks operation services		1,190,714	1,148,568	1,086,114
Sewer		3,271,303	4,701,567	2,981,962
Water		2,980,047	5,134,445	5,827,168
		<u>21,421,864</u>	<u>27,689,321</u>	<u>24,242,410</u>
Annual Surplus		4,416,774	19,930,143	8,106,330
Accumulated Surplus, beginning of year		<u>132,013,311</u>	<u>132,013,311</u>	<u>123,906,981</u>
Accumulated Surplus - end of year		<u>\$ 136,430,085</u>	<u>\$ 151,943,454</u>	<u>\$ 132,013,311</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Operating Transactions		
Annual Surplus	\$ 4,416,774	\$ 8,106,330
Less non-cash items included in surplus:		
Amortization	4,557,908	4,419,318
Loss on disposal of tangible capital assets	344,180	670,565
Actuarial adjustments on debenture debt	(93,044)	(81,554)
Asset Retirement Obligations	13,222	3,086,870
Contributed tangible capital assets	(378,548)	(4,515,891)
	<u>8,860,492</u>	<u>11,685,638</u>
Change in		
Accounts receivable	(40,810)	280,585
Prepaid expenses	(9,218)	24,067
Inventory	2,629	(2,615)
Accounts payable and accrued liabilities	118,797	(318,700)
Post employment benefits	23,200	45,400
Deferred revenues	1,414,783	(311,104)
Refundable deposits and other	(10,775)	(581,469)
Restricted reserves	25,524	24,484
Development cost charge reserve	792,838	977,102
Canada Community-Building reserve	377,492	(282,193)
Cash provided by operating transactions	<u>11,554,952</u>	<u>11,541,195</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	893,877	35,315
Cash used to acquire tangible capital assets	(2,573,506)	(6,272,015)
Cash used by capital transactions	<u>(1,679,629)</u>	<u>(6,236,700)</u>
Repayment of long-term debt		
Repayment of debt	(864,402)	(831,318)
Net Decrease in cash from financing	<u>(864,402)</u>	<u>(831,318)</u>
Increase in Cash and Short-Term Deposits	9,010,921	4,473,177
Cash and Short-Term Deposits - Beginning of Year	45,156,809	40,683,632
Cash and Short-Term Deposits - End of Year	<u>\$ 54,167,730</u>	<u>\$ 45,156,809</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>Budget 2024 (Note 21)</u>	<u>2023</u>
Annual Surplus	\$ 4,416,774	\$ 19,930,143	\$ 8,106,330
Acquisition of tangible capital assets	(2,952,054)	(47,321,863)	(10,787,906)
Amortization of tangible capital assets	4,557,908	4,419,318	4,419,318
Loss (gain) on sale of tangible capital assets	344,180	-	670,565
Proceeds from sale of tangible capital assets	893,877	-	35,315
Decrease (Increase) in inventories	2,629	-	(2,615)
Increase (Decrease) in prepaids	<u>(9,218)</u>	<u>-</u>	<u>24,067</u>
Change in Net Financial Assets	<u>7,254,096</u>	<u>(22,972,402)</u>	<u>2,465,074</u>
Net Financial Assets, beginning of year	<u>9,893,715</u>		<u>7,428,641</u>
Net Financial Assets, end of year	<u><u>\$ 17,147,811</u></u>		<u><u>\$ 9,893,715</u></u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

The Town of Ladysmith (the Town) was incorporated in 1904 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services in the Town, as governed by the *Community Charter* and the *Local Government Act*.

Note 1 – Change in Accounting Policies

Revenue

Effective January 1, 2024, the Town adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of revenue under PS 3400 Revenue. The new standard establishes when to recognize and how to measure revenue and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was applied prospectively, and prior periods have not been restated.

Under the new standard, revenue is differentiated between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations.

There was no material impact on the consolidated financial statements from the prospective application of the new accounting recommendations.

Note 2 - Significant Accounting Policies

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis of these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

(a) Basis of Presentation

It is the Town's policy to follow Canadian public sector accounting standards for local governments and to apply such principles consistently. The financial resources and operations of the Town have been consolidated for financial statement purposes and include the accounts of all of the funds of the Town.

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 2 - Significant Accounting Policies - (a) Basis of Presentation (continued)

The consolidated financial statements reflect the assets, liabilities, revenues and expenses and changes in fund balances and financial position of the Town. These consolidated financial statements consolidate the following operations:

General Revenue Fund	General Capital Fund
Water Revenue Fund	Water Capital Fund
Sewer Revenue Fund	Sewer Capital Fund
Reserve Fund	

(b) Reporting Entity

The consolidated financial statements include the assets, liabilities, revenue and expenses of the reporting entity. The reporting entity is comprised of all the funds, agencies, local boards, and committees of the Council which are controlled by the Town. Control is defined as the power to govern the financial and reporting policies of another organization with the expected benefits of risk of loss to the Town. The controlled organizations are consolidated after adjusting their accounting policies to a basis consistent with the accounting policies of the Town. Interfund and intercompany balances and transactions have been eliminated. The controlled organizations include Ladysmith Harbour Economic Development Corporation (formally DL 2016 Holdings Corporation), a wholly owned subsidiary of the Town.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair value upon acquisition. Certain tangible capital assets for which historical cost information is not available have been recorded at current fair market values discounted by a relevant inflation factor. Certain assets are disclosed at a nominal value as the determination of current fair market value was not available. The Town does not capitalize interest charges as part of the cost of its tangible capital assets.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 2 - Significant Accounting Policies – (c) Tangible Capital Assets (continued)

Tangible capital assets are amortized over their estimated useful life on the straight-line method at the following annual rates:

General Tangible Capital Assets

Land	Indefinite
Land Improvements	15 to 75 years
Buildings	25 to 40 years
Equipment, Furniture and Vehicles	5 to 60 years

Engineering Structures

Roads and Sidewalks	20 to 75 years
Storm and Sewer	25 to 75 years
Water	20 to 80 years

Constructions in progress contain capital projects underway but not yet complete or put into use. Once put into use, the asset will be amortized based on the above annual rates for the applicable category of work performed.

Certain assets have historical or cultural value including works of art, historical documents as well as historical and cultural artifacts that are not recognized as tangible capital assets because a reasonable estimate of the future benefits associated with such property cannot be made. Intangibles, Crown lands and other natural resources are not recognized as tangible capital assets.

(d) Cash and Short-Term Deposits

Cash and short-term deposits have maturities of three months or less from the date of acquisition, reported in Canadian funds using the exchange rate of the prescribed bank as of December 31.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 2 - Significant Accounting Policies (continued)

(e) Restricted Reserves and Deferred Revenues

Receipts which are restricted by the legislation of senior governments or by agreement with external parties are deferred and reported as restricted reserves. When qualifying expenses are incurred, restricted reserves are brought into revenue at equal amounts, in accordance with Revenue Recognition Note 2 (g). These revenues are comprised of the amounts shown in Note 10, 11 and 12.

Revenues received from non-government sources in advance of expenses which will be incurred in a later period are deferred until the associated purchase or expense is incurred.

(f) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, asset retirement obligations, provisions for contingencies and amortization rates, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from those estimates. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for. Adjustments, if any, will be reflected in operations in the period of settlement.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 2 - Significant Accounting Policies (continued)

(g) Revenue Recognition

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Sales of services revenue are recognized when the performance obligation to the customer is satisfied. Investment income is accrued as earned. Licences, permits, rentals and penalty revenues are recognized when the service has been provided, or the amount is earned and when collection is reasonably assured.

Other revenues are recognized when earned in accordance with the terms of the agreement, when the amounts are measurable and when collection is reasonably assured.

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. Grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the Town recognizes the revenue as the liability is settled.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

(h) Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Inventory

Inventory is valued at the lower of cost and net realizable value, determined on an average cost basis.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 2 - Significant Accounting Policies (continued)

(j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Ladysmith is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available on December 31, 2024.

Included in tangible capital assets are specific properties that have been determined to be contaminated in excess of Provincial environmental standards and that require remediation activities. As the Town has not accepted responsibility for the contamination, no liability has been recorded for the estimated remediation costs. Future events may confirm the Town's responsibility, at which point a liability would be recorded. Any remediation activities that occur prior to the determination of responsibility will be expensed as incurred.

(k) Asset Retirement Obligations

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the Town to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available on December 31, 2024. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset (or component thereof). The asset retirement cost is amortized over the useful life of the related asset.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 2 - Significant Accounting Policies - (I) Asset Retirement Obligations (continued)

At each financial reporting date, the Town reviews the carrying amount of the liability. The Town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset.

The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

(m) Financial Instruments

The Town recognizes its financial instruments when the Town becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the Town may irrevocably elect to subsequently measure any financial instrument at fair value. The Town has not made such an election during the year.

The Town subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. The Town has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses). Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 3 - Cash and Short-Term Deposits

Cash and short-term deposits were comprised as follows:

	<u>2024</u>	<u>2023</u>
Cash	\$ 53,251,892	\$ 44,283,004
Short-term deposits	<u>915,838</u>	<u>873,806</u>
	<u>\$ 54,167,730</u>	<u>\$ 45,156,809</u>

Included in Cash is a deposit of \$230,673 (the equivalent of \$159,589 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2024) (\$197,038 equivalent of \$151,377 US Funds - 2023). Short-term deposits consist of short-term investments in the Municipal Finance Authority of B.C. money market fund. The market value is equal to the carrying value.

Included in cash and short-term deposits are the following restricted amounts that are expended in accordance with the terms of the restricted reserves.

	<u>2024</u>	<u>2023</u>
Restricted reserves	\$ 560,984	\$ 535,460
Canada Community-Building Fund reserve	2,067,700	1,690,208
Development cost charges reserve	<u>9,736,879</u>	<u>8,944,041</u>
Total restricted cash	<u>\$ 12,365,563</u>	<u>\$ 11,169,709</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 4 – Financial Instruments

The Town as part of its operations carries a number of financial instruments. It is management's opinion the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed. The Town is exposed to currency risk on its US dollar bank account. Unless otherwise noted in Note 3, the fair value of these financial instruments approximates their carrying values.

Note 5 - Accounts Receivable

	<u>2024</u>	<u>2023</u>
Employee receivables	\$ 2,364	\$ 6,563
Other government	383,364	464,627
Property taxes	964,169	850,529
User fees and other	<u>1,114,798</u>	<u>1,102,166</u>
	<u>\$ 2,464,695</u>	<u>\$ 2,423,885</u>

Note 6 - Accounts Payable and Accrued Liabilities

	<u>2024</u>	<u>2023</u>
General	\$ 1,601,981	\$ 1,439,952
Other governments	722,839	814,885
Salaries and wages	225,657	173,903
Contractor holdbacks	20,591	20,215
Accrued interest	<u>92,011</u>	<u>95,327</u>
	<u>\$ 2,663,079</u>	<u>\$ 2,544,282</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 7 - Post-Employment Benefits

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at November 1, 2024 and has been extrapolated to December 31, 2024. The change in the liability in the financial statements in respect of obligations under the plan amounts to \$23,200 (\$45,400 - 2023).

The accrued post-employment benefits are as follows:

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 334,200	\$ 288,800
Current service costs	50,600	38,600
Benefits paid	(26,800)	(91,700)
Actuarial gain	(600)	98,500
Balance, end of year	<u>\$ 357,400</u>	<u>\$ 334,200</u>

The significant actuarial assumptions adopted in measuring the Town's post-employment benefits are as follows:

	<u>2024</u>	<u>2023</u>
Discount Rate	4.20%	4.10%
Expected Inflation Rate and Wage & Salary Increases	3.00%	2.50%

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 8 - Deferred Revenue

	<u>2024</u>	<u>2023</u>
Licence fees & charges	\$ 78,262	\$ 14,912
Rental payments	15,183	14,165
Property tax prepayments	823,522	742,298
Subdivisions prepayments	166,450	189,700
Recreation prepayments	82,049	38,536
Utilities prepayments	26,876	34,131
Government grant prepayments	2,232,870	970,086
Other	5,619	12,220
	<u>\$ 3,430,831</u>	<u>\$ 2,016,048</u>

Note 9 - Refundable Deposits and Other

	<u>2024</u>	<u>2023</u>
Developer performance deposits	\$ 1,301,386	\$ 1,048,182
Damage deposits	338,630	359,265
Other	451,461	694,805
	<u>\$ 2,091,477</u>	<u>\$ 2,102,252</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 10 - Restricted Reserves

There are two reserves, LRCA Capital and B&G Capital for the replacement of specific building components located at 630 2nd Avenue and 220 High Street. The Town renewed the operating leases with the Ladysmith Seniors Society and the Ladysmith Resources Community Association (LRCA) in 2021.

Description	Balance Dec. 31, 2023	Interest	Contributions	Expenditures	Balance Dec. 31, 2024
Parking	\$ 120,412	\$ 6,533	\$ -	\$ -	\$ 126,945
Amphitheatre	12,682	697	600	-	13,979
B&G - Capital	77,494	4,349	5,064	-	86,907
LRCA/Seniors - Capital	324,872	5,687	2,594	-	333,153
TOTAL	\$ 535,460	\$ 17,266	\$ 8,258	\$ -	\$ 560,984

Note 11 - Development Cost Charges Reserve

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development.

Description	Balance Dec. 31, 2023	Interest	Contributions	Expenditures	Balance Dec. 31, 2024
DCC - Water	\$ 3,156,605	\$ 176,614	\$ 203,409	\$ -	\$ 3,536,628
DCC - Parks	988,152	54,049	17,925	-	1,060,126
DCC - Parks Dedication	519,556	28,949	22,750	-	571,255
DCC - Roads	1,591,584	87,010	24,519	-	1,703,113
DCC - Sewer	2,101,885	116,235	84,821	(59,131)	2,243,810
DCC - Storm	586,259	31,938	3,750	-	621,947
TOTAL	\$ 8,944,041	\$ 494,794	\$ 357,174	\$ (59,131)	\$ 9,736,879

Developers may be entitled to DCC credits in certain circumstances. There were no DCC credits provided in 2024 or 2023.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 12 – Canada Community-Building Fund Reserve

The Canada Community-Building (CCB) funding (formally known as Gas Tax funding) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Canada Community-Building funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. The funds are recorded on the consolidated financial statements as a restricted reserve.

	<u>2024</u>	<u>2023</u>
Opening balance of unspent funds	\$ 1,690,208	\$ 1,972,401
Add: Amounts received during the year	472,761	452,892
Interest earned	93,900	95,116
Less: Canada Community-Building funds utilized	(189,169)	(830,201)
Closing balance of unspent funds	<u>\$ 2,067,700</u>	<u>\$ 1,690,208</u>

Note 13 - Equipment Financing

The total equipment financing outstanding with the Municipal Finance Authority of BC (MFABC) as at December 31, 2024 was \$2,659,293 (\$2,763,478 - 2023). This balance is made up of:

	<u>Balance Dec 31, 2023</u>	<u>Principal Payments</u>	<u>Balance Dec 31, 2024</u>
Spartan Fire Truck	\$ 111,548	\$ 35,622	\$ 75,926
Pumper Truck	582,550	18,494	564,056
Aerial Truck	<u>2,069,380</u>	<u>50,069</u>	<u>2,019,311</u>
	<u>\$ 2,763,478</u>	<u>\$ 104,185</u>	<u>\$ 2,659,293</u>

Interest in the consolidated statement of operations is calculated as \$142,466 (\$146,568 - 2023).

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 13 - Equipment Financing (continued)

- 1) A five-year equipment loan agreement with the MFABC renewed June of 2022 in the amount of \$166,214 for the purchase of a 2012 Spartan fire truck. The balance of the loan at December 31, 2024 was \$75,926 (\$111,548 - 2023). The remaining obligation will be repaid with monthly loan payments in the amount of \$3,388 including interest at a monthly varying rate (December 2024 was 4.25%) (5.63% - 2023). Loan to is set to expire July 2026.
- 2) A five-year equipment loan agreement with the MFABC renewed October of 2023 in the amount of \$586,408 for the purchase of a 2018 Spartan fire truck. The balance of the loan at December 31, 2024 was \$564,056 (\$582,550 - 2023). The remaining obligation will be repaid with monthly loan payments in the amount of \$4,050 including interest at a monthly varying rate (December 2024 was 4.25%) (5.63% - 2023). The loan is set to expire September 2028.
- 3) A new five-year equipment loan agreement with the MFABC renewed December of 2023 in the amount of \$2,069,380 for the purchase of an Aerial fire truck. The balance of the loan at December 31, 2024 was \$2,019,311 (\$2,069,380 - 2023). The remaining obligation will be repaid with monthly loan payments in the amount of \$13,116 including interest at a monthly varying rate (December 2024 was 4.25%) (5.63% - 2023). The loan is set to expire December 2028.

The future minimum loan payments payable to MFABC for all three equipment loan obligations are as follows:

2025	\$	148,318
2026		152,211
2027		119,128
2028		2,239,636

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 14 - Debenture Debt

The Town of Ladysmith secures its long-term borrowing through the Municipal Finance Authority of BC (MFABC). As a condition of each borrowing, a portion of the debenture proceeds is retained by the MFABC as a debt reserve fund. As at December 31, 2024, the cash balance of the Town's debt reserve funds was \$253,063 (\$244,548 – 2023). Debt reserve funds are not recorded elsewhere in the financial statements.

The total long-term debt issued and outstanding with MFABC as at December 31, 2024 was \$12,816,879 (\$13,670,140 as at December 31, 2023). This balance is made up of:

	Original Amount	Balance Dec 31, 2023	Principal Payments	Balance Dec 31, 2024	Interest Rate
<u>General Capital Fund</u>					
RCMP Building Issue #97 Term 2006-2031	\$ 2,750,000	\$ 1,185,185	\$ 128,626	\$ 1,056,559	1.75%
<u>Water Capital Fund</u>					
Water Improvements Issue #118 Term 2012-2037	1,000,000	673,443	\$ 39,413	634,030	3.39%
Water Filtration Plant Issue #147 Term 2019-2044	6,000,000	5,311,512	\$ 185,222	5,126,290	2.66%
<u>Sewer Capital Fund</u>					
Sewer Treatment Plant Issue #138 Term 2016-2036	10,000,000	6,500,000	\$ 500,000	6,000,000	1.38%
	<u>\$ 19,750,000</u>	<u>\$ 13,670,140</u>	<u>\$ 853,261</u>	<u>\$ 12,816,879</u>	

Debt interest, net of actuarial adjustment included in the consolidated statement of operations, is calculated at \$266,716 (\$293,803 – 2023).

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 14 - Debenture Debt (continued)

The following principal payments are payable over the next five years:

	General		Water		Sewer		Total
	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Net
2025	66,033	67,738	194,185	37,190	500,000	-	865,146
2026	66,033	73,088	194,185	44,132	500,000	-	877,438
2027	66,033	78,653	194,185	51,281	500,000	-	890,152
2028	66,033	84,441	194,185	58,645	500,000	-	903,304
2029	66,033	90,460	194,185	66,230	500,000	-	916,908
Thereafter	132,066	199,949	2,705,448	1,826,469	3,500,000	-	8,363,932

On February 18, 2020, the electors approved an additional \$6.2 million dollars in long-term debt to increase the Town's water supply. This new debt has not been executed.

Note 15 - Asset Retirement Obligations

The Town has buildings containing asbestos, lead paint, and other hazardous materials and is legally required to remove the noted items when it becomes necessary to repair or replace the buildings. The Town recognized a liability of \$350,092 (\$336,870 - 2023) for the asset retirement obligation and a corresponding amount has been expensed as the effective buildings have been fully amortized.

The Town has a water course with several weirs and is legally required to decommission the weirs as they have reached the end of their useful life. The Town recognized a liability of \$2,750,000 (\$2,750,000 - 2023) for the asset retirement obligation and a corresponding amount has been expensed.

The Town estimated the amount of the liabilities using undiscounted future expenditures estimated to retire the tangible capital asset.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 16 - Commitments and Contingencies

(a) Contingent Liabilities

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long-term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) There were various claims made against the Town as at December 31, 2024 for incidents that arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

(b) Pension Liability

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 16 - Commitments and Contingencies – (b) Pension Liability (continued)

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2021, indicated a \$3.761 billion funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2024.

The Town of Ladysmith paid \$508,202 (2023 - \$484,189) for employer contributions to the plan in fiscal 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

(c) Reciprocal Insurance Exchange Agreement

The Town is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Town is assessed a premium and specific deductible for its claims based on population. The obligation of the Town with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The Town irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 16 - Commitments and Contingencies (continued)

(d) Service Agreements & Rental Payments

Service Agreements

	<u>2024</u>	<u>2023</u>
Ladysmith & District Historical Society	\$ 26,699	\$ 29,627
Ladysmith Resources Centre Association	46,520	45,608
Ladysmith Chamber of Commerce & Visitor Centre	63,900	60,400
	<u>\$ 137,119</u>	<u>\$ 135,635</u>

In 2024, the Town renewed a 2-year Service Agreement with the Ladysmith & District Historical Society (LDHS) for the occupancy, operation and management of the museum and occupancy, operation and management of the archives. The future payment to Ladysmith & District Historical Society for archives management fee for 2025 is \$23,570. The future monthly payment to Ladysmith & District Historical Society for the management of the museum is \$636 (Jan – June, 2025) \$655 (July, 2025 – June, 2026). Both agreements may be renegotiated in 2026.

In 2024, The Town renewed a 2-year Service Agreement with the Ladysmith Resources Centre Association (LRCA). The future payment in 2025 is \$47,452. The agreements may be renegotiated in 2026.

The Town provides the Ladysmith Chamber of Commerce & Visitor Centre annual funding to operate the visitor centre and provide support services for local businesses. The agreement is year-to-year. In 2024, the Town provided an additional \$18,000 (\$17,000 – 2023) to the Ladysmith Chamber of Commerce to promote economic development and tourism services.

Rental payments under operating leases are expensed as incurred.

	<u>2024</u>	<u>2023</u>
132c Roberts Street - office space	\$ 32,780	\$ 32,277
17 & 25 Roberts Street - parking lot	10,800	9,900
	<u>\$ 43,580</u>	<u>\$ 42,177</u>

In December of 2023, the Town signed a 2-year lease with Ivory Tower Investments Ltd for the use of office space at 132c Roberts Street which expires January of 2026. The future monthly payments are \$2,872 for the term of the agreement.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 16 - Commitments and Contingencies - (d) Service Agreements & Rental Payments
(continued)

In December of 2023, the Town signed a 5-year lease agreement with Paul Jorjorian for the rental of the 17 & 25 Roberts Street Parking Lot which expires December 2028. The future monthly payments are 2025 for \$950, 2026 for \$1,000, 2027 for \$1,000 and 2028 for \$1,000.

Note 17 - Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 11.48% (11.14% - 2023) of the total property tax revenue which includes Western Forest Products at approximately 5.87% (5.92% - 2023) of the total property tax revenue.

Note 18 - Funds Held in Trust

These funds account for assets which must be administered as directed by agreement or statute for certain beneficiaries; in particular, these funds are for the Cemetery Trust Fund. In accordance with PSAB recommendations on financial statement presentation, trust funds are not included in the Town's Financial Statements.

A summary of trust fund activities by the Town is as follows:

	<u>2024</u>	<u>2023</u>
Assets		
Cash and short term investment	<u>\$ 185,009</u>	<u>\$ 179,999</u>
Equity		
Opening balance	\$ 179,999	\$ 174,827
Interest	9,960	10,024
Transfer interest to fund cemetery costs	(9,960)	(10,024)
Contributions	5,010	5,387
Refunds	<u>-</u>	<u>(215)</u>
Balance, end of year	<u>\$ 185,009</u>	<u>\$ 179,999</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 19 - Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

Note 20 - Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	<u>2024</u>	<u>2023</u>
Appropriated Equity (Note 27)		
Continuing projects	\$ 6,892,044	\$ 6,077,954
General fund	10,524,258	8,539,308
Water fund	-	-
Sewer fund	1,361,220	1,257,743
	<u>18,777,522</u>	<u>15,875,005</u>
Unappropriated Equity		
General fund	3,908,332	2,576,163
Water fund	596,416	104,470
Sewer fund	1,645,828	1,413,079
General capital fund	369,784	345,846
Sewer capital fund	32,530	32,529
Water capital fund	-	-
	<u>6,552,889</u>	<u>4,472,086</u>
Reserve Funds		
Reserve funds (Note 27)	<u>7,477,872</u>	<u>6,157,953</u>
Equity in Tangible Capital Assets	<u>103,621,802</u>	<u>105,508,266</u>
Total Accumulated Surplus	<u>\$ 136,430,085</u>	<u>\$ 132,013,311</u>

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 21 - Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on March 5th, 2024.

The Financial Plan anticipated the use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. In addition, the Financial Plan anticipated capital expenses rather than amortization expense.

The following shows how these amounts were combined:

Financial Plan Balance for the year	\$ -
Add back:	
Amortization	(4,419,318)
Proceeds from new debt	(17,588,725)
Transfers to/from own funds	(6,558,519)
Less:	
Principal payments on debt	1,174,842
Capital expenditures per budget	52,067,239
Capital Expenditures expensed according to Tangible Capital Asset Policy	<u>(4,745,376)</u>
Adjusted Annual Surplus	<u><u>\$ 19,930,143</u></u>

Note 22 - Ladysmith Harbour Economic Development Corporation

The Town of Ladysmith has an investment in the Ladysmith Harbour Economic Development Corporation (formerly DL 2016 Holdings Corporation or DL 2016), a wholly owned subsidiary company of the Town.

Up until December 31, 2023, the Town of Ladysmith leased portions of its waterfront from the Province of British Columbia parts of which were subleased to the Corporation which entered in an operating and maintenance agreement with Ladysmith Maritime Society (LMS). A portion of the moorage revenues from LMS are owed to the Corporation.

As of December 31, 2023, the Town no longer leases the area from the Province of British Columbia.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 23 – Taxation

	<u>Actuals 2024</u>	<u>Actuals 2023</u>
Taxes Collected:		
General municipal purposes	\$ 8,407,689	\$ 7,855,039
Police taxation	1,795,292	1,594,379
Grants in lieu and 1% utility tax	189,266	194,031
Water and sewer parcel tax	3,303,645	3,253,237
School district	4,452,620	4,270,577
Regional hospital district	1,207,505	1,142,384
Regional district	3,707,461	2,529,286
BCAA and MFA	124,042	121,721
Library	<u>578,764</u>	<u>486,749</u>
	<u>23,766,286</u>	<u>21,447,403</u>
 Less transfer to other governments		
Province of BC (school taxes)	4,452,620	4,270,577
Cowichan Valley Regional Hospital District	1,207,505	1,142,384
Cowichan Valley Regional District	3,707,461	2,529,286
BC Assessment & Municipal Finance Authority	124,042	121,721
Vancouver Island Regional Library	<u>578,764</u>	<u>486,749</u>
	<u>10,070,394</u>	<u>8,550,718</u>
 Net taxation for municipal purposes	 <u><u>\$ 13,695,892</u></u>	 <u><u>\$ 12,896,686</u></u>

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 24 - Sale of Services

	<u>Actuals 2024</u>	<u>Budget 2024</u>	<u>Actuals 2023</u>
Administration recoveries	\$ 75,822	\$ 22,377	\$ 82,010
Cemetery services	38,635	42,000	47,375
Fire service agreements	137,162	90,000	199,498
Public Works recoveries	19,072	-	39,657
Recreation services	684,870	543,833	640,590
Sewer utility fees	1,960,872	1,844,487	1,791,907
Solid waste fees	735,874	712,404	735,650
Water utility fees	<u>1,680,973</u>	<u>1,672,128</u>	<u>1,567,162</u>
	<u>\$ 5,333,278</u>	<u>\$ 4,927,229</u>	<u>\$ 5,103,849</u>

Note 25 – Licences, Permits, Rentals & Penalties

	<u>Actuals 2024</u>	<u>Budget 2024</u>	<u>Actuals 2023</u>
Facility Rentals & Leases	\$ 451,956	\$ 346,305	\$ 440,948
Fines	7,226	2,350	6,495
Licences	98,048	95,000	100,352
Penalties and interest	171,599	138,497	156,624
Permits, Licences & Fees	<u>375,343</u>	<u>333,503</u>	<u>601,785</u>
	<u>\$ 1,104,172</u>	<u>\$ 915,655</u>	<u>\$ 1,306,204</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 26 – Grants

	<u>Actuals 2024</u>	<u>Budget 2024</u>	<u>Actuals 2023</u>
Operating Grants			
Traffic Fines Revenue	\$ 51,000	\$ 43,000	\$ 43,000
Small Communities	469,900	436,000	436,000
Growing Communities Fund	-	-	3,406,000
Climate Action Program	290,317	99,082	99,082
Development Approval Process	191,995	191,995	-
CVRD Recreation	1,773,999	1,594,767	810,565
Community to Community	5,000	5,000	-
Other	<u>22,164</u>	<u>15,150</u>	<u>16,966</u>
	<u>2,804,375</u>	<u>2,384,994</u>	<u>4,811,613</u>
Capital Grants			
Amphitheatre Event Tent	8,650	8,650	41,350
Arts & Heritage Hub - Phase 1	-	-	123,804
Childcare Space Creation	-	-	348,866
Colonia/Delcourt Active Transportation	-	-	304,693
Holland Creek Weir Removals	28,334	2,750,000	-
Dogwood Bike Lanes Design	-	-	23,754
Downtown Refresh	86,605	142,813	247,809
4th Ave Improvement (Root to White St)	-	-	44,700
Indigenous Engagement	48,000	-	-
Heart of Hub	265,338	3,064,032	-
Holland Dam Storage Upgrade	89,704	10,857,999	-
Mountain Bike Network	-	100,000	-
Next Generation 911	-	45,000	-
Poverty Reduction - Stream 2	-	-	19,445
Poverty Reduction - Stream 3	22,710	24,800	24,800
Tourism - Transfer Beach	-	-	113,913
Youth in Bloom	<u>10,560</u>	<u>50,000</u>	<u>-</u>
	<u>559,900</u>	<u>17,043,294</u>	<u>1,293,135</u>
Total Grants	<u><u>\$ 3,364,275</u></u>	<u><u>\$ 19,428,288</u></u>	<u><u>\$ 6,104,747</u></u>

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 27 – Reserves & Appropriated Equity

	Balance Dec 31, 2023	Interest Allocated	Contributions	Funding	Balance Dec 31, 2024
Reserves					
Amenity Funds	\$ 184,393	\$ 9,960	\$ -	\$ -	\$ 194,354
Covid Safe Restart	1,322,311	-	-	(106,740)	1,215,571
Growing Communities Fund	3,406,000	184,402	-	-	3,590,402
Climate Action Program	153,100	-	290,317	-	443,417
Municipal Office reserve	655,000	-	60,000	-	715,000
Filming reserve	632	34	6	-	673
Perpetual Safety Fund	15,205	821	-	-	16,026
Sale Real Property	390,755	45,657	863,553	(29,742)	1,270,222
Tax Sale	30,556	1,651	-	-	32,207
Total Reserves	\$ 6,157,953	\$ 242,525	\$ 1,213,876	\$ (136,482)	\$ 7,477,872
Appropriated Equity					
General Operating Fund					
Continuing Projects	2,009,683	-	2,279,556	(2,009,677)	2,279,562
Future Projects	3,573,598	-	945,265	(82,571)	4,436,292
Equipment	2,182,173	-	618,204	(607,736)	2,192,641
Land & Building	562,073	-	159,298	(19,721)	701,651
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	90,000	-	40,000	-	130,000
Infrastructure Deficit	963,648	-	1,051,369	(250,000)	1,765,016
Solid Waste	1,159,829	-	130,843	-	1,290,672
	10,548,991	-	5,224,535	(2,969,705)	12,803,820
Water Operating Fund					
Continuing Projects	1,949,515	-	2,094,188	(1,949,515)	2,094,188
Future Projects	-	-	1,674,233	(1,674,233)	-
Water Operating Fund Total	1,949,515	-	3,768,421	(3,623,748)	2,094,188
Sewer Operating Fund					
Continuing Projects	2,118,756	-	2,518,294	(2,118,756)	2,518,294
Future Projects	1,257,743	-	352,977	(249,500)	1,361,220
Sewer Operating Fund	3,376,499	-	2,871,271	(2,368,256)	3,879,514
Total Appropriated Equity	\$ 15,875,005	\$ -	\$ 11,864,227	\$ (8,961,710)	\$ 18,777,522
Total Reserves & Appropriated Equity	\$ 22,032,958	\$ 242,525	\$ 13,078,102	\$ (9,098,192)	\$ 26,255,394

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 28 - Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, recreation centre, garbage collection and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are:

General Government Services

General Government provides the administrative and legislative activities that supports Council and the departments of the Town. Also included in General Government Services is the financial planning and reporting, Information Technology, Human Resources, and Waterfront Area Plan Implementation.

Protective Services

Fire protection, includes a full-time Fire Chief and the fire department consists of paid on-call fire fighters who volunteer their service and receive compensating for each callout in which they take part. The fire department oversees a fleet of fire vehicles necessary to respond to calls.

Policing services is provided under contract with the RCMP. The Town is responsible for funding eight of the members within the detachment. The detachment occupies a building located in and owned by the Town of Ladysmith.

Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Town of Ladysmith.

Transportation, Solid Waste and Cemetery Services

The Transportation (Public Works) Department is responsible for the infrastructure of the Town. Public works provides and maintains Town's roads, sidewalks, streetlights, signage and line markings, storm drainage and hydrants.

Solid Waste (Public Works) is responsible for the garbage collection, kitchen organics and recycling programs operating in the Town of Ladysmith. Solid waste collection is performed by a contractor.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 28 - Segmented Information (continued)

Cemetery (Public Works) provides cemetery services including the maintenance of the cemetery grounds.

Development Services

The Development Services Department provides short-term and long-term land use planning services. Long-term Planning includes work with the community on reviewing the Town's Official Community Plan, developing new Neighborhood Plans, the Trail Plan and the review of relevant bylaws. Short term Planning includes the processing of development applications.

Recreation and Cultural Services

The Parks, Recreation and Culture Department contribute to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities. The Frank Jameson Community Centre (FJCC) is the location where the majority of the programs are offered. Funding from the regional partially funds the FJCC facility.

Parks Operation Services

Parks includes and provides maintenance of beach area, trails, golf course, spray-park, ball parks, and any other civic grounds.

Water Services

Water includes all of the operating activities related to the treatment and distribution of water throughout the Town as well as ensuring clean and safe water to the Town, supplied through underground pipes and reservoirs,

Sewer Services

Sewer includes all of the operating activities related to the collection and treatment of wastewater (sewage) and bio-solids composting throughout the Town as well as maintaining a separate system of underground pipes to collect sewer or wastewater for proper treatment prior to discharging it.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Note 29 – Growing Communities Fund

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The Town of Ladysmith received \$3,406,000 of GCF funding in March 2023. No funds have been used, and the balance accrues interest. The balance at December 31, 2024 was \$3,590,402.

Note 30 – Subsequent Events

As of date of the financial statements, the Town is assessing the impact of any new tariffs on its procurement, and overall financial performance. Management has not yet fully determined the potential effect on future operations but expects the increased tariffs to increase operating and capital expenses.



TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE I

	General Government		Protective Services		Transportation, Solid Waste & Cemetery Services		Development Services	
	2024	2023	2024	2023	2024	2023	2024	2023
REVENUE								
Tax	\$ 10,392,247	\$ 9,643,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of services	41,891	33,718	143,136	200,498	784,962	833,548	21,463	36,134
Investment income	2,011,086	1,792,143	-	-	-	-	-	-
Licence, Permits, Rentals & Penalties	121,983	108,947	246,216	210,999	149,827	231,951	291,938	434,822
Grants	765,217	3,941,082	99,000	43,000	86,605	625,649	191,995	-
Donations & contributed property	-	48,000	-	-	262,100	3,279,902	-	-
Loss on foreign exchange	25,423	(2,752)	-	-	-	-	-	-
Gain (loss) on disposal	(107,929)	(685,052)	-	-	28,127	32,640	-	-
Development fees	-	-	-	-	-	257,100	-	-
CCB funds utilized	-	-	-	-	144,169	520,894	-	11,137
Total revenue	<u>13,249,918</u>	<u>14,879,534</u>	<u>488,353</u>	<u>454,497</u>	<u>1,455,790</u>	<u>5,781,684</u>	<u>505,396</u>	<u>482,093</u>
EXPENSES								
Contracted Services	401,312	577,329	1,732,307	1,819,005	934,000	968,655	47,991	51,825
Service Agreements/Grants In Aid	202,614	196,594	-	-	-	-	-	-
Insurance	89,318	81,901	16,316	16,024	-	-	-	-
Interest	-	-	121,948	130,997	-	-	-	-
Materials & Supplies	61,377	51,918	116,186	96,866	147,027	162,998	19,413	18,525
Utilities & Telephone	11,527	13,930	8,238	10,049	121,469	132,908	4,527	4,091
Wages & Benefits	2,076,896	2,082,667	402,496	416,794	1,165,299	1,092,543	811,117	741,674
Other	(280,090)	(12,502)	40,842	56,618	160,540	65,082	6,367	8,872
Amortization/ARO	296,807	302,212	267,369	265,854	1,173,482	1,054,456	2,345	2,345
Total expenses	<u>2,859,760</u>	<u>3,294,048</u>	<u>2,705,702</u>	<u>2,812,208</u>	<u>3,701,817</u>	<u>3,476,643</u>	<u>891,760</u>	<u>827,332</u>
Surplus (Deficit)	<u>\$ 10,390,159</u>	<u>\$ 11,585,486</u>	<u>\$ (2,217,349)</u>	<u>\$ (2,357,711)</u>	<u>\$ (2,246,027)</u>	<u>\$ 2,305,040</u>	<u>\$ (386,364)</u>	<u>\$ (345,239)</u>

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE I – CONTINUED

Recreation & Culture Services		Parks Operations Services		Sewer Operations Services		Water Operations Services		Total Actual	Total Actual
2024	2023	2024	2023	2024	2023	2024	2023	2024	2023
\$ -	\$ -	\$ -	\$ -	\$ 1,415,870	\$ 1,393,920	\$ 1,887,775	\$ 1,859,317	\$ 13,695,892	\$ 12,896,686
684,870	640,590	7,500	-	1,960,872	1,792,199	1,688,585	1,567,162	5,333,278	5,103,849
-	-	-	-	-	-	-	-	2,011,086	1,792,143
245,527	272,846	-	-	25,304	24,544	23,375	22,095	1,104,172	1,306,204
2,096,820	1,379,972	6,600	124,854	-	(9,810)	118,038	-	3,364,275	6,104,747
19,444	28,350	2,400	27,343	-	620,187	116,448	677,346	400,392	4,681,127
-	-	-	-	-	-	-	-	25,423	(2,752)
750	2,675	-	-	(238,648)	(11,607)	(26,480)	(9,221)	(344,180)	(670,565)
-	-	-	50,000	59,131	-	-	-	59,131	307,100
-	-	-	298,170	-	-	45,000.00	-	189,169	830,201
3,047,411	2,324,432	16,500	500,367	3,222,529	3,809,433	3,852,741	4,116,699	25,838,638	32,348,740
606,258	571,284	93,383	70,868	436,174	260,454	288,239	368,882	4,539,663	4,688,304
-	-	-	-	-	-	-	-	202,614	196,594
64,181	60,817	5,999	5,717	46,501	45,672	34,776	33,996	257,091	244,127
-	-	-	-	124,185	134,185	163,049	169,591	409,182	434,774
205,495	192,694	98,893	90,821	254,209	272,228	346,381	320,804	1,248,981	1,206,854
218,624	215,323	7,720	7,098	149,497	153,759	62,521	61,165	584,122	598,324
2,369,565	2,243,960	587,537	542,003	764,017	675,300	801,430	850,460	8,978,358	8,645,401
29,512	26,599	106,381	104,373	246,765	193,251	320,408	279,554	630,724	721,846
327,126	626,258	290,802	265,235	1,249,955	1,247,112	963,244	3,742,716	4,571,130	7,506,188
3,820,761	3,936,935	1,190,714	1,086,114	3,271,303	2,981,962	2,980,047	5,827,168	21,421,864	24,242,411
\$ (773,350)	\$ (1,612,503)	\$ (1,174,214)	\$ (585,747)	\$ (48,774)	\$ 827,471	\$ 872,694	\$ (1,710,469)	\$ 4,416,774	\$ 8,106,329

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE II

	<u>Land</u>		<u>Land Improvements</u>		<u>Buildings</u>		<u>Vehicle Furniture & Equipment</u>		<u>Transportation</u>
	2024	2023	2024	2023	2024	2023	2024	2023	2024
COST									
Opening Balance	\$ 12,526,778	\$ 11,301,637	\$ 10,527,410	\$ 9,666,056	\$ 27,425,221	\$ 26,164,840	\$ 11,256,181	\$ 11,551,037	\$ 36,173,448
Add: Additions	29,742	1,225,141	250,209	861,354	86,723	1,260,382	752,579	377,437	780,031
Less: Disposals	524,420	-	-	-	454,025	-	278,849	672,290	85,805
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>12,032,100</u>	<u>12,526,778</u>	<u>10,777,619</u>	<u>10,527,410</u>	<u>27,057,919</u>	<u>27,425,221</u>	<u>11,729,911</u>	<u>11,256,181</u>	<u>36,867,674</u>
ACCUMULATED AMORTIZATION									
Opening Balance	-	-	4,731,164	4,435,315	10,120,746	9,360,140	5,232,711	5,148,608	19,172,278
Add: Amortization	-	-	311,129	295,849	777,937	760,606	608,006	574,874	804,350
Less: Write-downs	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	71,624	-	248,775	490,771	82,945
Closing Balance	<u>-</u>	<u>-</u>	<u>5,042,293</u>	<u>4,731,164</u>	<u>10,827,059</u>	<u>10,120,746</u>	<u>5,591,942</u>	<u>5,232,711</u>	<u>19,893,683</u>
Net Book Value	<u>\$ 12,032,100</u>	<u>\$ 12,526,778</u>	<u>\$ 5,735,326</u>	<u>\$ 5,796,246</u>	<u>\$ 16,230,860</u>	<u>\$ 17,304,475</u>	<u>\$ 6,137,969</u>	<u>\$ 6,023,470</u>	<u>\$ 16,973,991</u>

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE II (CONTINUED)

Linear Infrastructure										
Transportation	Sanitary Sewer		Storm		Water		Assets Under Construction		Total	
2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023
\$ 31,709,150	\$ 39,006,158	\$ 38,151,666	\$ 12,653,980	\$ 10,814,918	\$ 36,678,499	\$ 35,319,407	\$ 520,664	\$ 2,652,856	\$ 186,768,342	\$ 177,331,569
4,603,225	-	878,920	229,591	1,857,938	431,939	1,382,140	704,201	356,989	3,265,015	12,803,526
138,926	320,969	24,427	9,057	18,877	39,774	23,047	362,453	2,015,614	2,075,352	2,893,181
-	-	-	-	-	-	-	-	473,564	-	473,564
<u>36,173,448</u>	<u>38,685,189</u>	<u>39,006,158</u>	<u>12,874,514</u>	<u>12,653,980</u>	<u>37,070,664</u>	<u>36,678,499</u>	<u>862,412</u>	<u>520,664</u>	<u>187,958,005</u>	<u>186,768,342</u>
18,569,654	13,601,968	12,606,005	3,154,820	2,990,638	8,812,777	7,942,036	-	-	64,826,464	61,052,396
721,665	1,008,753	1,008,783	189,466	172,112	858,267	884,724	-	-	4,557,910	4,418,613
10	-	-	-	-	-	-	-	-	-	10
<u>119,031</u>	<u>104,721</u>	<u>12,820</u>	<u>2,978</u>	<u>7,930</u>	<u>13,294</u>	<u>13,983</u>	<u>-</u>	<u>-</u>	<u>524,337</u>	<u>644,535</u>
<u>19,172,278</u>	<u>14,506,000</u>	<u>13,601,968</u>	<u>3,341,308</u>	<u>3,154,820</u>	<u>9,657,750</u>	<u>8,812,777</u>	<u>-</u>	<u>-</u>	<u>68,860,037</u>	<u>64,826,464</u>
<u>\$ 17,001,170</u>	<u>\$ 24,179,189</u>	<u>\$ 25,404,190</u>	<u>\$ 9,533,206</u>	<u>\$ 9,499,160</u>	<u>\$ 27,412,914</u>	<u>\$ 27,865,722</u>	<u>\$ 862,412</u>	<u>\$ 520,664</u>	<u>\$ 119,097,968</u>	<u>\$ 121,941,879</u>

These notes form an integral part of these consolidated financial statements.

STAFF REPORT TO COUNCIL

Report Prepared By: Staff
Reviewed By: Allison McCarrick, CAO
Meeting Date: June 17, 2025
File No:
Re: **Strategic Priorities Fund Application**

RECOMMENDATION:

That Council direct staff to:

1. Submit an application to the UBCM Strategic Priorities Fund Capital Infrastructure Stream for the sewer, water, stormwater and road infrastructure required to service the Waterfront Area Plan;
2. Incorporate project administration and oversight into existing workplans; and
3. If necessary, prepare any budgets or financial plan amendments to fund potential cost overruns for Council approval.

EXECUTIVE SUMMARY:

This report recommends seeking funding from UBCM's Strategic Priorities Fund to construct infrastructure needed to implement the Waterfront Area Plan.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The program supports strategic investments that are considered large in scale, regional in impact, or innovative and support the CCBF national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

The SPF program has two streams:

1. The Capital Infrastructure Stream, which provides funding specifically targeted for the capital costs of local government infrastructure projects.
2. The Capacity Building Stream, which provides grant funding for local government capacity building projects, including asset management, long term infrastructure planning and integrated community sustainability planning.

Under both streams 100% of eligible costs are covered, to a maximum of \$7 million. Municipalities can submit one application under each stream. Certain projects, such as city halls and health care facilities are ineligible for the capital stream (see Attachment A). Land acquisition is also an ineligible cost. SPF applications are scored based on the criteria listed in Table 1.

Table 1: SPF Evaluation Criteria

Capital Infrastructure Stream	Capacity Building Stream
<ul style="list-style-type: none"> • How much the project is expected to support the CCBF National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities • The timing of the project and its outcomes • The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it • The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans • The degree to which asset management practices were considered • The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection) • The degree to which the project considers climate resilience • The degree the project benefits more than one community or is identified as regional in impact • The size or scale of the project in relation to the size of the community • The degree to which the project reflects inter-jurisdiction cooperation • The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation • The relative benefit of the innovative process, method or technology over existing processes, methods and technologies • The degree to which the project enables, supports, or preserves housing, including affordable housing 	<ul style="list-style-type: none"> • How the project is expected to align with the CCBF National Objectives of productivity and economic growth, a clean environment or strong cities and communities • The degree to which the project is identified as large in scale • The degree to which the project is considered regional in impact • Contribution to innovation • Long term thinking • Integration with other plans, planning or sustainability activities • Collaborative elements, including engaging community members and other partners • Implementation program • Monitoring and evaluation component • Linkage to capital investment plans • Contribution to efficient use of infrastructure and other resources • Housing and growth considerations • Climate impact considerations

PROPOSAL:

Staff are recommending seeking SPF funding through the Capital Funding Stream for essential infrastructure needed to support the implementation of the Waterfront Area Plan. This would include sewer, water and stormwater mains and related infrastructure (e.g. lift stations, valves etc.). Some offsite sewer or water upgrades may be required. If

funds permit, staff will include the streetscape improvements on Oyster Bay Drive that will follow installation of underground infrastructure.

Based on similar projects that have been completed in the Ladysmith, staff estimate that the full funding amount of \$7,000,000 will be needed to complete the project and will seek cost estimates prior to applying.

Conceptual work on servicing for this infrastructure has already been completed, and the exact design, scope, phasing and extent of the infrastructure would be determined following successful receipt of funding and detailed design. Staff anticipate that design and construction would be outsourced. Staff also anticipate proposing complementary future budget items that build on the SPF funding once the project scope is fully defined. For example, if SPF is only sufficient to cover the first phase, the Town may fund subsequent phases or the Town may fund streetscape improvements on Oyster Bay Drive after the underground infrastructure is installed.

Although a number of projects were considered for the Capacity Funding Stream, staff are not recommending seeking this type of funding at this time. In considering potential projects and their likelihood of success under the SFP evaluation criteria, staff felt that the above-noted project represented the Town's best chance of success.

DISCUSSION:

Staff considered a number of potential projects for which the Town could seek SPF funding and the analysis below highlights staff's findings and rationale for the recommendation in this report.

Alignment with OCP

The Town's OCP calls for prioritizing the following goals when faced with competing priorities (e.g. seeking a funding opportunity)

- Reduce community greenhouse gas emissions by 45% by 2030 and be on track to reduce emissions by 75% by 2040, and reach net zero emissions by 2049
- Walk the path of reconciliation
- Be a place where people from all walks of life can call home, with access to affordable and appropriate housing
- Concentrate growth in Priority Growth Areas in support of the three priorities noted above as well as the broader OCP goals.

Seeking SPF funding for waterfront infrastructure is strongly aligned with the OCP:

- The proposed infrastructure will directly support the redevelopment of Stz'uminus First Nation land, acquired through their reconciliation agreement with the Province.
- The infrastructure will allow the development of approximately 350 housing units
- The waterfront is a Priority Growth Area

Subsequently, it can be confidently said that the proposed project has a direct and sizable impact on three of the four OCP priorities. Though indirect, the proposal's impact on greenhouse gas emissions is also tangible. The Town's Building Bylaw requires buildings to be built to the highest level under the BC Building Code Step Code by January 1, 2030. This means most new homes and buildings built following the installation of the infrastructure will likely be built to the highest available standard for emissions reductions. Additionally, concentrating growth in Priority Growth Areas, where employers, amenities and services are more concentrated reduces greenhouse gas emissions associated with travel.

Alignment with the Strategic Plan

The proposal also has strong alignment with the top priorities of the Strategic Plan. which are:

- Core Infrastructure
- Official Community Plan Implementation
- Waterfront Area Plan
- Economy
- Leadership

The proposal creates essential infrastructure needed to implement the Waterfront Area Plan; accommodating growth in a Priority Growth Area and advancing OCP Implementation as noted above.

Regarding Waterfront Area Plan implementation, the proposed infrastructure is essential, as is its timing. Implementing the Waterfront Area Plan cannot occur until two foundational steps are complete: first, remediation of the Uplands; and second, construction of sewer, water, road and stormwater infrastructure.

In the case of remediation, development on the Uplands is frozen until the Town obtains a Certificate of Compliance from the Province. This process is nearing completion. The Town applied for its first set of approvals in April of 2024 and, following initial feedback from the Province, has undertaken additional testing which is nearing completion. Staff expect to be reinitiating the provincial approval process as soon as this extra testing is complete.

Once a Certificate of Compliance is issued for the Uplands, development approvals (e.g. Building Permits and Development Permits) for commercial, residential and institutional development can occur. However, existing sewer, water and stormwater infrastructure on site is insufficient to support this new development, making infrastructure construction an essential next step. Notably, infrastructure installation is exempt from the provincial freeze on development. Thus, not only is installing the infrastructure essential to the execution of the Waterfront Area Plan, but it is also one of the few on-the-ground activities the Town can undertake prior to receiving a Certificate of Compliance.

Additionally, the new infrastructure will leverage the “pay as you go” approach as noted under ‘Return on Investment’ below, further accelerating Waterfront Area Plan implementation. Subsequently, though it is possible the Town will have a Certificate of Compliance for the Uplands before breaking ground on the infrastructure, even if it doesn’t, the circumstances noted above make the proposed infrastructure project the safest and most prudent next step in implementing the Waterfront Area Plan.

In terms economic benefits, the Waterfront Area Plan represents hundreds of millions of dollars in direct economic investment in the community, much of which will come from the private sector. Staff estimate that, at full buildout, the Waterfront Area Plan will generate approximately 1,600 temporary jobs and 180 permanent jobs¹. Investing in infrastructure reduces uncertainty and costs for both public and private investors, ultimately accelerating investment.

This project also supports the Strategic Plan’s ‘Leadership’ priority because of the direct benefit to the Stz’uminus First Nation. The proposed infrastructure is not only needed to support redevelopment of the Town-Owned Uplands, but also of the “water lots” over which Stz’uminus currently has, or will have, tenure.

Alignment with SPF Evaluation Criteria and Likelihood of a Successful Application

The proposed projects had the highest alignment with the SPF evaluation criteria of any of the projects staff reviewed in preparing the recommendation in this report. In staff’s view submitting this project for SPF funding maximizes the likelihood of a successful funding application. This is summarized in table 2 below.

Table 2: Alignment with SFP Criteria for Capital Funding Stream Evaluation Criteria

Criteria	Project Alignment
How much the project is expected to support the CCBF National Objectives of productivity and economic growth; a clean environment; and strong cities and communities.	The job creation noted above is substantial for a small community such as Ladysmith and jobs will be created in non-traditional sectors (e.g. tourism, arts and culture, fishing/aquaculture). This creates a strong community that is resilient economically. Because the waterfront is a brownfield redevelopment within the community’s core, the project supports a clean environment and sustainable growth.
The timing of the project and its outcomes.	The project will be a substantial accelerant for waterfront redevelopment and First Nations economic interests. As preliminary engineering work has already been completed, infrastructure construction can be completed concurrently with final stages of remediation, leading to accelerated economic and housing benefits.
The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it.	The proposed infrastructure will be integrated into the Town’s existing systems, which the Town has been successfully managing for decades. Undertaking these projects is already accounted for in the Town’s OCP and

¹ Assumes 4 jobs per residential unit and 1 job per 400 square feet of commercial space during construction and 1 job per 10 residential units and 1 job per 500 square feet of commercial space following construction.

	infrastructure plans and the Town regularly oversees similar or larger/more complex infrastructure projects. Additionally, this is “conventional” infrastructure that does not require specialize engineering or construction techniques.
The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans.	The proposed infrastructure aligns with the Town’s Strategic Plan and OCP. It directs growth to a brownfield redevelopment in the community’s core. This is the most prudent and sustainable type of infrastructure investment. As noted under ‘Return on Investment’ the investment will be leveraged to achieve financial and economic benefits that likely exceed the cost of the infrastructure.
The degree to which asset management practices were considered.	This would be new infrastructure and the details would be encompassed into future asset management plans.
The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection.)	The project will reduce urban sprawl and result in the redevelopment of a major brownfield site, adding 350 housing units to the community’s core. The project will also directly support economic growth for the Stz’uminus First Nation. The infrastructure is needed to support Stz’uminus’ redevelopment of the water lots, which will include harbour remediation and the cleanup of over one hundred sunken, derelict or abandoned vessels.
The degree to which the project considers climate resilience.	<p>The infrastructure will be designed in accordance with the following policies of the Waterfront Area Plan:</p> <p>3.4.4 “Utilize Green Shores for Coastal Development as a guiding framework for foreshore restoration and storm water management.”</p> <p>3.4.7 “Develop a Storm/Rainwater Management Plan including consideration of regional climate projections, the natural site form, and use of soil and vegetation as contaminant filters and treatment mechanisms”</p> <p>Adapting to sea level rise and stronger storms caused by climate change is a major component of the Green Shores program. The Town has Green Shores accredited professionals on staff who will oversee the design of the infrastructure.</p>
The degree the project benefits more than one community or is identified as regional in impact.	There are direct benefits to Stz’uminus First Nation, as the project will provide the infrastructure needed for the redevelopment of the water lots acquired through reconciliation with the Province.
The size or scale of the project in relation to the size of the community.	The Waterfront Area Plan is the largest planned mixed-use development in Ladysmith, representing 350 residential units and 74,000 square feet of commercial and institutional space. The project also includes major arts culture and heritage features and 12 hectares of parkland. The project will provide a major business and recreational hub for Ladysmith’s current population of 8,990, but is also expected to be a major draw for regional and international tourists.
The degree to which the project reflects inter-jurisdiction cooperation.	The Waterfront Area Plan was developed in cooperation with the Stz’uminus First Nation. The Town and the Nation have been working together to implement the plan since its

	adoption in 2018. The Waterfront Area Plan and the reclaiming and redevelopment of the water lots is an important aspect of reconciliation for Stz'uminus and is specifically included in Stz'uminus reconciliation agreement with the Province. This project directly supports Provincial, Municipal and First Nations goals.
The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation.	Although the Waterfront Area Plan and Official Community Plan are innovative plans (both have received awards from the Planning Institute of BC), the technology needed to establish water, sewer, stormwater and roads infrastructure for the area are well understood and used throughout North America. There is little risk in using these technologies and Town is well-equipped to build and operate this infrastructure.
The relative benefit of the innovative process, method or technology over existing processes, methods and technologies.	Few other projects offer the same economic, environmental, cultural, amenity and reconciliation benefits noted above.
The degree to which the project enables, supports, or preserves housing, including affordable housing.	The project will directly support the construction of approximately 350 housing units. This includes innovative forms of housing such as live-work units for artisans and trades and liveaboard housing.

Return on Investment

The proposed infrastructure will service the Waterfront Area Plan's "development lands"—Town-owned lands intended to be sold to subsidize infrastructure and amenities that serve the plan area. The proposed infrastructure will substantially increase the value of the land by:

1. Accelerating development timelines for future developers (i.e. they will not need spend time to building offsite infrastructure); and
2. Reducing the uncertainty of development costs for future developers (i.e. they will not need to fund offsite infrastructure projects needed to support their projects)

This means the land can be sold for a higher price and the Town's tax base will increase. Subsequently, the Town will be leveraging SPF funding to generate more revenue, much of which will be reinvested into waterfront infrastructure and amenities. This creates a compounding effect in terms of accelerating plan implementation, i.e. Town funds that would otherwise need to be spent on the proposed infrastructure can be combined with higher land sale revenues to fund subsequent infrastructure development.

Merit comparative to other projects considered

Other projects that were evaluated as candidates for an SPF submission included the Rocky Creek/Ludlow Road Roundabout, 6th Avenue upgrades, the UV treatment infrastructure at the Wastewater Treatment Plant, Forrest Field Upgrades and further upgrades to 4th Ave. Generally, these alternatives—though desirable projects—had lower alignment with the priorities in the OCP and Strategic Plan and appeared less likely to receive funding based on the SPF evaluation criteria. A comparative matrix is provided in Attachment B.

ALTERNATIVES:

Council can choose to:

1. Not pursue SPF funding; or
2. Direct staff to seek SPF funding for a different project, or projects, as specified by Council.

FINANCIAL IMPLICATIONS:

The SPF maximum funding limit is \$7,000,000. If the Town's application is successful, the funding covers 100% of eligible expenses. For the proposed project, the Town would be required to fund project supervision and administration plus any ineligible cost, such as administrative and legal expenses. Cost overruns would be the responsibility of the Town and staff are recommending utilizing reserve funds if necessary to account for unknown expenses. The project will likely require phased construction and staff will explore phasing options that reduce the likelihood of cost overruns and maximize cashflow. If the SPF application is successful, administration of the grant will be absorbed into the Finance Department's workload and project supervision will be absorbed into the Infrastructure Services and Development Services workloads.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The project aligns with the objectives and top priorities of the OCP, Strategic Plan and Waterfront Area Plan. The OCP and Waterfront Area Plan were developed following extensive public consultation and further consultation is not recommended prior to applying for SPF funding. If funding is approved, some public engagement may be necessary prior to, and during the construction and engagement plans can be prepared at that time.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The senior leadership team reviewed the SPF program and evaluated potential projects in formulating the recommendation in this report. If SPF funding is received outsourcing will likely be required for the bulk of the required design and construction work. Infrastructure services will likely take the lead on project oversight, with input from Finance, Development Services and Parks, Recreation & Culture.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Core Infrastructure | <input checked="" type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Official Community Plan Implementation | <input checked="" type="checkbox"/> Leadership |
| <input checked="" type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. SFP funding guide
- B. Project evaluation based on SFP Criteria.
- C. Preliminary Servicing Plan



STRATEGIC PRIORITIES FUND 2025

PROGRAM GUIDELINES

MAY 2025

UNION OF BC MUNICIPALITIES



A STREAM OF THE CANADA COMMUNITY-BUILDING FUND IN BC

PURPOSE OF THE STRATEGIC PRIORITIES FUND

Provides funding for strategic investments that are large in scale, regional in impact or innovative and support the Canada Community-Building Fund national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

ELIGIBLE APPLICANTS

All local governments outside of Metro Vancouver.

ELIGIBLE CAPITAL INFRASTRUCTURE STREAM CATEGORIES

Public Transit • Local Roads, Bridges and Active Transportation • Community Energy Systems • Drinking Water • Solid Waste • Wastewater and Stormwater • Regional and Local Airports • Short-Line Rail • Short-Sea Shipping • Broadband Connectivity • Brownfield Redevelopment • Resilience • Tourism Infrastructure • Cultural Infrastructure • Recreation and Sport Infrastructure • Fire Halls and Fire Trucks

ELIGIBLE CAPACITY BUILDING STREAM CATEGORIES

Asset Management, Long-Term Infrastructure Planning, and Integrated Community Sustainability Planning.

APPLICATION LIMIT FOR MUNICIPALITIES

One (1) capital infrastructure application and one (1) capacity building application for a total of two (2) SPF applications

APPLICATION LIMIT FOR REGIONAL DISTRICTS

Total of four (4) applications with a maximum of three (3) capital infrastructure applications

AVAILABLE FUNDING

Up to 100% of net eligible costs of approved projects up to a maximum federal Canada Community-Building Fund contribution of \$7 million.

For further questions on Strategic Priorities Fund program, please contact UBCM via e-mail at ccbf@ubcm.ca or by phone at 250-356-0930.

Canada Community-Building Fund Program Services
525 Government Street
Victoria, BC V8V 0A8

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1 PROGRAM OVERVIEW

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund.

The current CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects.

The SPF is an application-based funding program, which pools a portion of the annual CCBF for strategic investments that are considered large in scale, regional in impact, or innovative and support the CCBF national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

This fourth intake of the SPF program will see an investment of up to \$125 million to support infrastructure and capacity building projects in communities across the province

1.1 PROGRAM GOALS AND OBJECTIVES

Capital Infrastructure Stream

The SPF-Capital Infrastructure stream provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are large in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.

Capacity Building Stream

The SPF-Capacity Building stream provides grant funding for local government capacity building projects, including asset management, long term infrastructure planning and integrated community sustainability planning that support the national objectives and are large, regional in impact or innovative.

1.2 APPLICATION DEADLINE

The SPF intake will be open from May 20, 2025, to September 12, 2025. Applications can be submitted through UBCM's [Program Information Management System](#) (PIMS).

For help accessing PIMS, contact pims@ubcm.ca

1.3 AVAILABLE FUNDING

- Capital Infrastructure Stream: Up to \$119 million is available
- Capacity Building Stream: Up to \$6 million is available

1.4 LIMIT ON NUMBER OF APPLICATIONS

- Municipalities: Each Municipality may submit one (1) application under the Capital Infrastructure Stream and one (1) application under the Capacity Building Stream for a total of two (2) applications.
- Regional Districts: Each Regional District may submit four (4) applications with a maximum of three (3) applications under the Capital Infrastructure Stream.

1.5 FUNDING AMOUNT LIMIT

The SPF program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$7 million.

Attachment A

2 ELIGIBLE APPLICANTS

The SPF program is open to all local governments in British Columbia outside of Metro Vancouver.

A local government may sponsor an application for an Ultimate Recipient. This will count as one of that local government's application and the local government will be responsible for ensuring that all obligations under the CCBF SPF program are met – including program and project reporting.

Ultimate Recipients are defined as: a local government; a non-municipal entity, including for-profit, nongovernmental and not-for-profit organizations located and operating in British Columbia; and BC Transit.¹

Attachment A

¹ Islands Trust and Okanagan Basin Water Board are considered eligible applicants under the SPF Capacity Building Stream

3 PROJECTS

3.1 PROJECT CATEGORIES

CAPITAL INFRASTRUCTURE STREAM	
Local Roads, Bridges and Active Transportation	Recreation and Sport Infrastructure
Wastewater and Stormwater	Drinking Water
Tourism and Culture Infrastructure	Community Energy Systems
Solid Waste	Public Transit
Short-sea Shipping and Short-line Rail	Resilience
Fire Hall and Fire Trucks	Broadband Connectivity
Regional and Local Airports	Brownfield Redevelopment

CAPACITY BUILDING STREAM
Asset Management Planning
Long-term Infrastructure Planning
Integrated Community Sustainability Planning - Housing Planning

Examples of eligible projects under each category can be found in Annex A of this program guide.

3.2 INELIGIBLE PROJECTS

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded, or work has commenced.

Furthermore, a SPF project will be deemed ineligible if:

- The project start date is later than two years after grant approval
- The project completion date is later than five years after grant approval

3.2.1 Ineligible Capital Infrastructure Stream Projects

- National Airport System
- Social Housing / Social Services
- Childcare / Daycare Centres
- Emergency Response Services (excluding fire hall infrastructure)

- City Halls / Public Works Buildings / Other Administrative Buildings
- Health Care Infrastructure (hospitals, convalescent and seniors' centers, care facilities)
- Facilities, including arenas, which would be used as the home of professional sports teams

3.2.2 Ineligible Capacity Building Stream Projects

- Projects that have been approved under the UBCM Asset Management Planning (AMP) grant program unless they are identified as a distinct or phased component of the overall project.

Attachment A

4 COSTS

4.1 ELIGIBLE COSTS FOR CAPITAL INFRASTRUCTURE STREAM

Eligible Expenditures are those associated with the acquiring, planning, designing, constructing, or renewal and rehabilitation of a tangible capital asset or natural asset in British Columbia.

Infrastructure is defined as a municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

In addition, eligible costs also include expenditures directly related to the joint communication activities and with federal project signage for CCBF funded projects.

4.1.1 Employee and Equipment Costs

The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a. the Ultimate Recipient can demonstrate that it is not economically feasible to tender a Contract;
- b. the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c. the arrangement is approved in advance and in writing by UBCM.

If the use of own force employee or equipment costs is being considered, in addition to the application please provide a letter addressing the conditions above. Note that while most costs are eligible from the date of the application submission, own force employee and equipment costs are only eligible from date of UBCM approval

For the Capacity Building stream, incremental own force employee costs do not need separate approval but should be clearly identified as incremental and directly engaged in the work only for the duration of the project in the application.

4.1.2 Cost Estimate Classification Definitions

For capital infrastructure stream projects, the application form and detailed cost estimate template will ask the applicant to include the class of cost estimate for the project. Below is a definition of cost estimate classification.

Class A estimate ($\pm 10\text{-}15\%$): A detailed estimate based on quantity take-off from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.

Class B estimate ($\pm 15\text{-}25\%$): An estimate prepared after site investigations and studies have been completed and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining effective project approval and for budgetary control.

Class C estimate ($\pm 25\text{-}40\%$): An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.

Class D estimate ($\pm 50\%$): A preliminary estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.

4.2 ELIGIBLE COSTS FOR CAPACITY BUILDING STREAM

The expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans.

Expenditures could include developing and implementing:

- Studies, strategies, plans or systems related to asset management, which may include software acquisition and implementation
- Studies, strategies, plans or systems related to housing or land use, including Housing Needs Assessments; and its relation to infrastructure service delivery
- Training directly related to asset management planning; and
- Long-term infrastructure plans

4.3 INELIGIBLE COSTS

- Legal fees
- Leasing costs
- Routine repair and maintenance costs
- Direct or indirect operating or administrative costs
- Purchase of land or any interest therein, and related costs
- For capacity building projects, routine or ongoing planning costs or planning activities
- Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff
- Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient
- Taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates
- Costs associated with healthcare infrastructure or assets
- The cost of leasing of equipment by the Ultimate Recipient and its direct or indirect operating or administrative costs of Ultimate Recipients

5 STACKING

The current SPF program is considered federal funds for the purpose of federal or provincial stacking rules. Although there are no specific rules in the SPF program for stacking with other grants, UBCM recommends the applicant consult with other grant programs to ensure stacking with SPF funding is allowable.

Strategic Priorities Fund and Community Works Funds can be stacked without restrictions.

6 PHASING OF PROJECTS

For large projects that require significant funding support, it is recommended that applicants consider an appropriately sized and scoped project application. Applicants should apply for a component of the project or identify how the project could be phased. Where a phase is submitted for funding consideration, each phase should independently result in outcomes which align with the SPF objectives. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the detailed cost estimate template, and the project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

Please contact us at ccbf@ubcm.ca or 250-356-5134 if you are considering submitting a phased approach application.

7 APPLICATION REQUIREMENTS AND SUBMISSION

7.1 SUBMISSION OF APPLICATIONS

To submit an application applicants must have an account to access UBCM's [Program Information Management System](#) (PIMS). All applications must be submitted using the PIMS system.

Please contact pims@ubcm.ca to discuss obtaining access to PIMS.

7.2 REQUIRED APPLICATION CONTENTS

Applications must be received through the UBCM [Program Information Management System](#) (PIMS) and must include the following:

- Completed online application form
- Attached feasibility study and/or design report (for Capital Stream)
- Detailed cost estimate template (for Capital Stream)
- Map and/or drawings (for Capital Stream)
- Project Budget (for Capacity Building Stream)
- Current Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management and support any cost overruns
- Own force labour and/or equipment request (if applicable)

Optional Materials

Other relevant supplemental documentation.

8 REVIEW OF APPLICATIONS

8.1 SCREENING CRITERIA

Selection criteria are based on the program purposes and objectives listed below. These selection criteria form the basis of the scoring and ranking of applications. Note the criteria listed below are not listed in order of priority; applicants should provide full information in relation to all of the criteria that are relevant to the project for which funding is requested.

8.1.1 Capital Infrastructure Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How much the project is expected to support the CCBF National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities
- The timing of the project and its outcomes
- The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it
- The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans
- The degree to which asset management practices were considered
- The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection)
- The degree to which the project considers climate resilience
- The degree the project benefits more than one community or is identified as regional in impact
- The size or scale of the project in relation to the size of the community
- The degree to which the project reflects inter-jurisdiction cooperation
- The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation
- The relative benefit of the innovative process, method or technology over existing processes, methods and technologies
- The degree to which the project enables, supports, or preserves housing, including affordable housing

8.1.2 Capacity Building Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How the project is expected to align with the CCBF National Objectives of productivity and economic growth, a clean environment or strong cities and communities
- The degree to which the project is identified as large in scale
- The degree to which the project is considered regional in impact
- Contribution to innovation
- Long term thinking
- Integration with other plans, planning or sustainability activities
- Collaborative elements, including engaging community members and other partners
- Implementation program
- Monitoring and evaluation component
- Linkage to capital investment plans
- Contribution to efficient use of infrastructure and other resources
- Housing and growth considerations
- Climate impact considerations

Attachment A

9 GRANT MANAGEMENT AND APPLICANT RESPONSIBILITIES

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements. Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

9.1 NOTICE FUNDING DECISION

Applicants will be notified after funding decisions have been made.

9.2 FUNDING AGREEMENTS

All grant approvals are subject to the execution of a funding agreement between the recipient and UBCM. The agreement will set out the roles and responsibilities of the parties including a deadline for completion of the project and other recipient obligations.

9.3 APPLICABLE LAW

Recipients are responsible for ensuring that all projects are implemented in accordance with all laws applicable in British Columbia and for ensuring that any required permits, licenses, or approvals are obtained.

9.4 COMMUNICATIONS AND SIGNAGE

Included within every signed funding agreement is a Communications Protocol which will outline responsibilities of the recipient for communications activities and signage requirements for capital projects.

9.5 CLAIMS AND PAYMENTS

The SPF is a claims-based funding program and as such approved funds will only be disbursed after an expense has been incurred and a claim is submitted. Approved grant funding is managed within the PIMS system by submitting a claim.

Payments will be made available to recipients in accordance with the terms and conditions of the funding agreement. Payments are also on condition of the following:

- That UBCM has received sufficient funds from Canada;
- That a holdback of 15% be placed on the project until such time as it is deemed complete; and
- The Ultimate Recipient is in compliance with the terms and conditions of the funding agreement.

9.6 PROJECT REPORTING

Successful applicants will be required to provide the following reporting:

TYPE OF REPORTING	WHAT/WHEN	FREQUENCY
Progress Report	When submitting a claim	As required
Final Report	When submitting final claim	Once
Annual Expenditure Report and Housing Report	Funds spent in prior year	Annually
Outcomes Report	Funds spent over life of project	As requested

Attachment A

ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>LOCAL ROADS, BRIDGES, & ACTIVE TRANSPORTATION</p> <p>The construction, renewal, or improvement of essential infrastructure such as roads, bridges and active transportation.</p>	<p>New construction and rehabilitation of:</p> <ul style="list-style-type: none"> • Local roads • Bridges • Cycling lanes • Sidewalks paths • Overpasses, or underpasses • Tunnels • High occupancy lanes or transit lanes • Grade separations • Interchanges • Intersections • Roundabouts • Sound barriers • Snow fences • Intelligent transportation systems
<p>DRINKING WATER</p> <p>Infrastructure that supports drinking water conservation, collection, treatment and distribution systems</p>	<ul style="list-style-type: none"> • Drinking water treatment infrastructure • Wells • Transmission mains • Distribution pipes • Storage • Facilities • Smart meters
<p>WASTEWATER AND STORMWATER</p> <p>Infrastructure that supports wastewater and storm water collection, treatment and management systems.</p>	<ul style="list-style-type: none"> • Treatment • Storage • Transmission mains, collection pipes • Facilities
<p>COMMUNITY ENERGY SYSTEMS</p> <p>Development, improvement, or renewal of infrastructure dedicated to energy generation or efficiency enhancement.</p>	<ul style="list-style-type: none"> • Renewable electricity generators • Electric vehicle infrastructure/fleet vehicle conversion • Hydrogen infrastructure (generation, distribution, storage) • Wind/solar/thermal/geothermal energy systems • Alternative energy systems that serve local government infrastructure • Retrofit of local government buildings <p>Use of natural infrastructure, such as natural vegetation for stormwater drainage, green roofs for insulation and reduced energy use, and trees for natural shading and cooling</p>

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>PUBLIC TRANSIT</p> <p>Infrastructure which supports a shared passenger transport system which is available for public use.</p>	<p>Transit infrastructure such as:</p> <ul style="list-style-type: none"> • Rail • Buses • Ferries • Para-transit vehicles • Rapid transit systems • Related facilities <p>Intelligent transport systems such as:</p> <ul style="list-style-type: none"> • Fare collection • Fleet management • Transit priority signaling • Real time traveler information system at stations and stops <p>Related capital infrastructure including:</p> <ul style="list-style-type: none"> • Bus lanes • Streetcar and trolley infrastructure • Storage and maintenance facilities • Security enhancement • Transit passenger terminals
<p>SOLID WASTE</p> <p>Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.</p>	<p>Solid waste diversion projects including:</p> <ul style="list-style-type: none"> • Recycling • Composting and anaerobic digestion facilities <p>Solid waste disposal projects including:</p> <ul style="list-style-type: none"> • Thermal processes • Gasification, and landfill gas recovery • Solid waste disposal strategies that reduce resource use <p>Solid waste management system infrastructure, including:</p> <ul style="list-style-type: none"> • Facilities • Rolling stock • Collection bins
<p>SPORT INFRASTRUCTURE & RECREATION INFRASTRUCTURE</p> <p>Sport infrastructure for community public use and in support of major athletic events; Recreational facilities or networks</p>	<p>Large facilities or complexes which support physical activity such as:</p> <ul style="list-style-type: none"> • Arenas • Gymnasiums • Swimming pools • Sports fields • Tennis, basketball, volleyball or other sport-specific courts <p>Other facilities that have physical activity as primary public use</p> <p>Community centers that offer programming to the community at large, including all segments of the population</p> <p>Networks of parks, fitness trails and bike paths</p>

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>CULTURAL INFRASTRUCTURE</p> <p>Infrastructure that supports arts, humanities, and heritage.</p> <p>Infrastructure that supports opportunities to showcase the richness of Canada's diversity, including facilities aimed at supporting off-reserve Indigenous population</p>	<ul style="list-style-type: none"> • Museums • The preservation of designated heritage sites • Local government owned libraries and archives • Facilities for the creation, production, and presentation of the arts • Infrastructure in support of the creation of a cultural precinct within an urban core • Aboriginal Friendship centres and Youth Centres • Indigenous arts centres • Indigenous traditional/ceremonial rooms or spaces • Construction and management of trails for preserving Indigenous traditions, including hunting and fishing • Centres to help commemorate residential school survivors
<p>TOURISM INFRASTRUCTURE</p> <p>Infrastructure that attracts travelers for recreation, leisure, business or other purposes</p>	<ul style="list-style-type: none"> • Convention centers • Exhibition hall-type facilities • Visitor centres
<p>RESILIENCE</p> <p>Supports assets that increase a community's capacity to withstand, respond to, and rapidly recover from damage and disruptions caused by changing climate conditions.</p>	<p>Construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against impacts of climate change, disasters triggered by natural hazards, and extreme weather.</p> <p>Building dams and dikes to reduce the risk of flooding</p> <p>Restoring wetlands and other natural infrastructure to redirect and capture rainwater</p> <p>Seismic upgrades</p> <p>Installing retaining walls, gabions, to control erosion</p> <p>Stabilizing of berms to protect roads from erosion and shifts in the ground.</p>
<p>BROADBAND CONNECTIVITY</p> <p>Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia</p>	<ul style="list-style-type: none"> • High-speed backbone • Point of presence • Local distribution within communities • Satellite capacity • Laying fibre optic cable to bring broadband Internet access to a community

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>BROWNFIELD REDEVELOPMENT</p> <p>Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the CCBF, and/or the construction of municipal use public parks and publicly-owned social housing.</p>	<p>New construction of public infrastructure as per the categories listed under the CCBF Agreement</p> <p>New construction of municipal use public parks and affordable housing</p>
<p>REGIONAL AND LOCAL AIRPORTS</p> <p>Airport related infrastructure for local and regional airports with year-round service (excludes National Airport System (NAS))</p>	<p>Development, enhancement or rehabilitation of:</p> <ul style="list-style-type: none"> • Aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) • Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities
<p>SHORT-LINE RAIL</p> <p>Railway related infrastructure for carriage of passengers or freight that offer year-round service</p>	<ul style="list-style-type: none"> • Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes
<p>SHORTSEA SHIPPING</p> <p>Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean</p>	<ul style="list-style-type: none"> • Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS)
<p>FIRE HALLS AND FIRE TRUCKS</p> <p>Fire Hall and fire truck infrastructure</p>	<ul style="list-style-type: none"> • New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities, and administration areas) • Retro-fit and modernization of existing fire halls and attached building space • Eligible rolling stock as stand-alone purchases includes all types of fire engines, i.e. any trucks that are part of the fire department that respond to the actual emergency.

CAPACITY BUILDING PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
ASSET MANAGEMENT Increase local government capacity to undertake asset management planning practices	Asset Management Practices Assessment Current State of Assets Assessment Asset Management Policy Asset Management Strategy Asset Management Plan Long-Term Financial Plan Asset Management Practices Implementation Plan Asset Management Plan Annual Report
INTEGRATED COMMUNITY SUSTAINABILITY PLANS Increase local government capacity to undertake integrated community sustainability plans	Integrated community sustainability plans Regional growth strategies Community development plans Community plans Housing Needs Assessments Housing Plans
LONG-TERM INFRASTRUCTURE PLANS Increase local government capacity to undertake long-term infrastructure planning.	Detail design documents and feasibility studies, through the appropriate infrastructure funding category Transportation plans Infrastructure development plans Liquid waste management plans Solid waste management plans Long-term cross-modal transportation plans Water conservation/demand management plans Drought management contingency plans Air quality plans GHG reduction plans Energy conservation plans

ANNEX B: SAMPLE ONLINE INFRASTRUCTURE APPLICATION

SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Is this project the subject of a recent infrastructure grant application? (Yes/No) If yes: Provide the name of the program and status of application.
4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need.
 - e.g. Why the project is needed could be: current facility needs replacement due to age, condition, increased service demands, meeting regulatory requirements etc.
5. Project Description: Provide a detailed list of the physical works and location of the project.
 - e.g. Build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including: 10km of force main, Pumping system, Outfall structure, Civil, mechanical and engineering works
6. Project Location: Include physical address, GPS coordinates or start and end points.

SECTION 2 REQUIRED DOCUMENTATION

7. Please attach the requested documents:
 - Detailed Cost Estimate Template
 - Maps and/or Drawings
 - Feasibility Study and/or Design Report
 - Board or Council Resolution Supporting the Application

Attach any other relevant information that would assist in the technical review of the application (max 20 MB limit per document)

8. How are you planning to secure all funds associated with this project? Provide evidence that funds have been secured or explain how and when funds will be secured.
 - e.g. Third reading of borrowing bylaw; confirmation of other grants such as Community Works Funds; reserve funds, etc.

Note that applications will not be considered until all funds have been secured for the project. UBCM will not consider cost overruns. Council and Board Resolutions supporting the application must clearly identify that the local government will consider any cost overruns to the project.

9. Class of Cost Estimate:
 - a. Provide the class estimate A, B, C, D
 - b. Provide the year the cost estimate was determined?
 - c. How was the cost estimate determined?

- See program guide for examples of Cost Estimate Class.

10. What contingency plans are in place for increases in project costs or if external contributions are less than anticipated?

Note that SPF does not consider cost overruns

SECTION 3 PROJECT DETAILS

11. Has the project started? (Yes/No)

Project works which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

12. Estimated project start date. Estimated construction start date.

13. Estimated project completion date.

14. Identify risks to meeting this timeline.

Please list all that are known and include your evaluation and proposed mitigation for each risk. (e.g. seasonal limitations to construction, detailed design work, public oppositions expected, referendum required, unconfirmed grants, siting not confirmed, environmental assessments, permitting, etc.)

15. Is there the intent to submit a request for the use of own force labour and equipment for this project? (Yes/No)

Please see program guide for how to submit a request for approval.

16. Is this project a phase or component of a larger project? (Yes/No)

- If yes: Is this phased approach reflected in the cost estimates and/or supporting documentation you have provided? (Yes/No)
- Please provide additional details on the phases, including funding for past and future phases and estimated timelines.

17. Have alternative options for the project been considered?

- If yes: If so, how were they compared or analyzed? Please Explain why the chosen option was selected.

18. Estimated Total Project Costs

19. Strategic Priorities Funding Request

20. Borrowing

21. Other Grants

22. Other Contributions

- e.g. In-kind contributions, legal fees, tax rebates, other

23. Internal Contributions

- e.g. Reserves, DCCs, etc..

SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities.

Answer the following questions for each national objective that is applicable to the project or phase that is the subject of this application, identifying both quantitative and qualitative benefits.

24. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.
 - e.g. Number of existing or confirmed jobs; increase in number of services/level of service.
25. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.
 - e.g. Potential for future business/jobs, increasing tourism, services etc.
26. Cleaner Environment: Describe the environmental benefits of the project.
 - e.g. Reduction in GHG emissions, cleaner water, cleaner air, climate change mitigation etc.
27. Cleaner Environment: What environmentally sustainable considerations have been incorporated into the project?
 - e.g. Integration, connections with long term planning, climate change adaptation etc.
28. Strong Cities and Communities: Describe the community health, social, and cultural benefits of the project.
 - e.g. Promoting inclusive and accessible communities, improved drinking water quality etc.
29. Strong Cities and Communities: Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

Include a copy of the relevant sections of the community plan as supporting documentation. Identify relevant sections with page and paragraph numbers included.

SECTION 5 PROGRAM CRITERIA

In order to be eligible a project must meet at least one of the SPF Program Criteria: Large in Scale, Regional in Impact, or Innovative. Describe how the project subject to this application meets these criteria.

30. Large in Scale: Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.
31. What is the population of community? (The community making the application.)
32. What is the population that will be directly served by this project?
33. Regional in Impact: Describe the degree to which this project supports interjurisdictional collaboration and coordination.

34. Does this project involve partnerships? (Yes/No)

- e.g. P3, NGO, inter-agency etc.
- If so, Identify the parties involved in the partnership and their roles. e.g. Sharing cost, governance, or delivery.

35. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, and/or is regional in scope.

36. Innovation: Describe any innovative component(s) of the project.

37. Describe what research, planning, testing, technology, or methodology supports the approach that will be used, and the additional risks associated with using this innovation (include where it has been used, and the results).

38. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.

SECTION 6 PROJECT PLANNING AND BENEFITS ASSET MANAGEMENT

ASSET MANAGEMENT

For more information on asset management tools, resources and best practices, including the document Asset Management for Sustainable Framework for BC, please visit [Asset Management BC](#)

39. How do you manage your infrastructure assets? Explain whether you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure.

40. Does your local government have a long-term financial plan?

- a. How long-term is your financial plan (in years)?
- b. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans.

41. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application.

42. What proportion (%) of infrastructure replacement for this project will be funded through current financial revenues?

For the Asset Class subject to this application:

43. Is there an asset inventory/registry? (Yes/No)

- If yes: Is it complete?
- If yes: What year was it completed?

44. Has a condition assessment been completed?

- If yes: What year was it completed?

45. Is there an asset management plan?

- If yes: Is it complete?
- If yes: What year was it completed?

- If yes: Is the plan linked your organizations long-term financial plan?

46. Additional Comments for the Asset Management Questions Listed Above:

47. What effects will the proposed project have on service levels and how will these be measured?

- e.g. The water treatment plant upgrade will improve water quality– measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.

48. Describe the long-term financial plan in place for renewal or replacement of the asset subject to this application?

COMMUNITY SERVICE DEMANDS

A community's demand for a service (existing or new) is a critical component in establishing the appropriate level of service. It is determined by various factors such as population growth, immigration/emigration, societal changes, changing demographics and changing community demands/expectations including the ability or desire to pay for the service.

49. Explain how community demands were used to identify the size and scope of project components and/or establish the appropriate service levels provided by the project.

- e.g. Drinking Water: For design of the water main the average per capita demand of 400 L/day/person was used to size the proposed main.

50. How will this project enable, support or preserve housing supply, including affordable housing?

- e.g. The investment in infrastructure which increases the capacity of communities to support, enable and preserve housing growth
- e.g. increase capacity for wastewater system to support neighborhood expansion of xxx new housing units, or a drinking water project which increases the treatment capacity of a water treatment plant to accommodate population increases.

RESOURCE RECOVERY

51. Explain how resources are recovered and reused in this project. e.g. Collection of biogas, heat, or reclaimed effluent/water

ENVIRONMENTAL PROTECTION

52. What considerations have been or will be applied to protect the environment and/or reduce the demand on natural capital/resources?

- e.g. Supporting water conservation, waste diversion, green building requirements, enhancing the natural areas.

CLIMATE RESILIENCE

53. How has this project considered climate risk and what considerations (climate mitigation and/or adaptation) have been considered and integrated into this project to make it more climate resilient.

OTHER CONSIDERATIONS

54. What, if any, regulatory requirements, or standards apply to this project? How will the infrastructure and/or service provided by this project affect these requirements?

Include how the current and proposed infrastructure or services differ in regulatory standards.

55. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community.)

DETAILED COST ESTIMATE TEMPLATE

When submitting your SPF application, you are required to include the Strategic Priorities Fund Detailed Cost Estimate. This document is an excel spreadsheet and can be found [on our website](#).

ANNEX C: SAMPLE ONLINE CAPACITY BUILDING APPLICATION FORM

SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Has this project started?

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

4. Estimated project start date:
5. Estimated project completion date:
6. Project Rationale

Provide a brief project rationale outlining why the project is important to the community.

7. Project Description/Abstract

Briefly describe the proposed activities. Please also attach a detailed work plan and budget, and terms of reference or consultant's proposal. If you are providing supplemental documentation, please provide the page number in the document that you refer to.

For example: Deliverables include:

- a. A ICSP inclusive of new digital mapping which will be available to the community through a District website;
- b. A District wide sustainability framework against which to measure and assess development proposals; and
- c. Communications and engagement strategy.

Phase 2 will develop a Long-term Infrastructure and Asset Management Plan, including:

- a. GIS infrastructure inventory,
- b. Infrastructure replacement evaluation and schedule,
- c. Some infrastructure conditional assessments and identification of capital works;
- d. A review of operation and maintenance to ensure long-term infrastructure integrity;
- e. Some long-range financial planning.

SECTION 2 PROJECT COSTS AND SOURCES OF FUNDING

Note that SPF does not consider cost overruns

8. Estimated Total Project Cost

9. Strategic Priorities Funding Request
10. Ineligible Costs
11. Borrowing
12. Other Grants
13. Other Local Government Contributions
 - e.g. In-kind contributions, legal fees, tax rebates, other
14. With reference to the field, provide any other information to support responses above.

SECTION 3 PROJECT OUTCOMES AND OUTPUTS

15. Progress to Date: Summarize the progress to date related to overall asset management, integrated community sustainability planning, or long-term infrastructure planning within your community.
16. Process: What are the key steps/stages in completing the project?
 - e.g. public consultation, research, assessment, training.
17. Integration: In what ways does this project integrate with and/or align plans or activities?
18. Intended Deliverables: What deliverables, outputs or products will result from this project?

List any policies, practices, plans, or local government documents that will be developed or amended as a result of the project.

19. Intended Outcomes: What are the intended benefits that will result from this project? Please describe in detail.
 - e.g. Improved awareness of asset management, reduction in long term operating costs, increased sustainability, enhancements in overall community health and safety, increased or improved environmental protection, enhanced economic benefits, identifying current and future housing needs of a municipality or community, etc.
20. Implementation: Is there an anticipated implementation plan for the project? If yes, please describe.
21. Capacity: Describe how you plan to provide the appropriate resources required to manage and deliver the project. Please describe in detail.
 - e.g. Internal staffing compliment, External consultant, Training and education, etc.
22. Identify existing risks to the project.
 - e.g. Financial, Implementation, Staffing changes or Meeting timelines, etc.

SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities. Describe how these objectives will be met.

23. Productivity and Economic Growth: Describe how this project will consider economic growth in the community.
 - e.g. Jobs / Construction Infrastructure and Development / Tourism / Movement of Goods / Community Facilities / Economic Development Opportunities / Improvements in Connectivity (IT) / infrastructure needed to support community growth
24. Cleaner Environment: Describe how this project will consider environmental benefits and impacts.
 - e.g. Protect the Environment / Environmental Improvements / Meets Regulatory Requirements / Green Energy Creation, Distribution/ Reduction in Negative Environmental Effects or Volume thereof / Improved Service Levels / On Side Demand Management
25. Strong Cities and Communities: Describe how this project will consider long-term goals and vision of the community.
 - e.g. Public Health and Safety / Healthy Living / Resiliency / Climate change / Meets Regulatory Requirements / Cultural, Creative or Recreational Opportunities / Increased Efficiency, Accessibility to an Essential Core Service / Increases Resiliency to Climate Change / Identify current and future housing needs and plans

SECTION 5 PROGRAM CRITERIA

In order to be eligible, a project must meet at least one of the program criteria of: Large in scale; Regional in impact; or Innovative. Please describe how you meet one or more of these criteria.

26. Large in scale: Describe how the project is considered large in scale and/or scope and will be integrated, relative to the size of the community, and provides benefits to large percentage of the population.
27. Regional in impact: Describe how this project is identified as regional in impact, a regional priority or leads to regional collaboration.
28. Contribution to Innovation: Describe any innovative research, planning, testing, technology, methodology or approaches that will be used, and how these innovative elements may be transferable to other jurisdictions.

SECTION 6 REQUIRED DOCUMENTATION

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. The maximum size per file upload is 20 MB.

If you are uploading large documents, please indicated in the application form what they are and where the reviewer should refer to find relevant information. It is preferred that only relevant information be uploaded.

If your resolution is not available at the time of application submission, please include the date it will be submitted by email.

29. Required Documents: Budget / Board or Council Resolution / Other
30. Notes for Required Documents

UNION OF BRITISH COLUMBIA MUNICIPALITIES

Victoria Office
525 Government Street
Victoria, BC V8V 0A8
250-356-5134 ccbf@ubcm.ca

Richmond Office
Suite 60 -10551 Shellbridge Way
Richmond, BC V6X 2W9
604-270-8226 ubcm@ubcm.ca



Attachment B

SPF Evaluation Criteria	<div>Waterfront Infrastructure</div> <div>6th Ave</div> <div>Sewer UV</div> <div>Forrest Field</div> <div>Stocking Main Twinning & Hydro electric turbines</div> <div>4th Ave - next phases</div> <div>Ludlow/Rocky Creek Roundabout</div>						
How much the project is expected to support the CCBF National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities	Yes	Yes	Yes	No	No	Yes	No
The timing of the project and its outcomes	No	Yes	No	No	No	Yes	Yes
The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it	Yes	Yes	Yes	Yes	Yes	Yes	Yes
The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans	Yes	Yes	No	No	Yes	Yes	Yes
The degree to which asset management practices were considered	No	No	No	No	No	No	No
The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection)	No	No	No	No	No	No	No
The degree to which the project considers climate resilience	Yes	No	Yes	No	Yes	No	No
The degree the project benefits more than one community or is identified as regional in impact	Yes	No	Yes	No	Yes	No	No
The size or scale of the project in relation to the size of the community	Yes	No	Yes	No	Yes	No	No
The degree to which the project reflects inter-jurisdiction cooperation	Yes	No	Yes	No	Yes	No	No
The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation	Yes	No	Yes	No	Yes	No	No
The relative benefit of the innovative process, method or technology over existing processes, methods and technologies	Yes	No	Yes	No	No	No	No
The degree to which the project enables, supports, or preserves housing, including affordable housing	Yes	No	No	No	No	No	No
# of yes	10	4	8	1	7	4	3
# of no	3	9	5	12	6	9	10
Net Score	7	-5	3	-11	1	-5	-7

LEGEND

EXISTING		PROPOSED
	STORM SEWER	
	MANHOLE	
	HEADWALL	
	OPEN CHANNEL	
	RAIN GARDEN	
	BIO-SWALE	
	DRAINAGE OUTFALL	
	5m CONTOUR INTERVAL	
	WATERMAIN	
	PRV	
	SANITARY SEWER (GRAVITY)	
	SANITARY FORCEMAIN	
	SANITARY MANHOLE	
	SANITARY PUMP STATION	

- NOTES:
1. THIS IS A SCHEMATIC DRAWING OF THE PROPOSED WATER DISTRIBUTION PIPING NETWORK, STORM DRAINAGE SYSTEM AND SANITARY SEWER SYSTEM FOR THE WATERFRONT AREA PLAN. ALL STRUCTURES AND APPURTENANCES ARE NOT SHOWN.
 2. PROPOSED PIPE ALIGNMENTS ARE APPROXIMATE AND WILL VARY WITH DETAILED DESIGN.
 3. THE SANITARY SEWER INFORMATION FROM DRAFT MEMO, WATERFRONT AREA PLAN SEWER SERVICING – ASSESSMENT, APRIL 12, 2019 BY WSP CANADA GROUP LTD. TO TOWN OF LADYSMITH (SEE TABLE 4 – NEW LINEAR INFRASTRUCTURE COSTS)

RECORD OF REVISIONS				
REV	DATE	BY	ENG	DESCRIPTION

ISS	DATE	BY	ENG	DESCRIPTION
RECORD OF ISSUE				

SEAL
PRELIMINARY
DATE: April 23, 2019

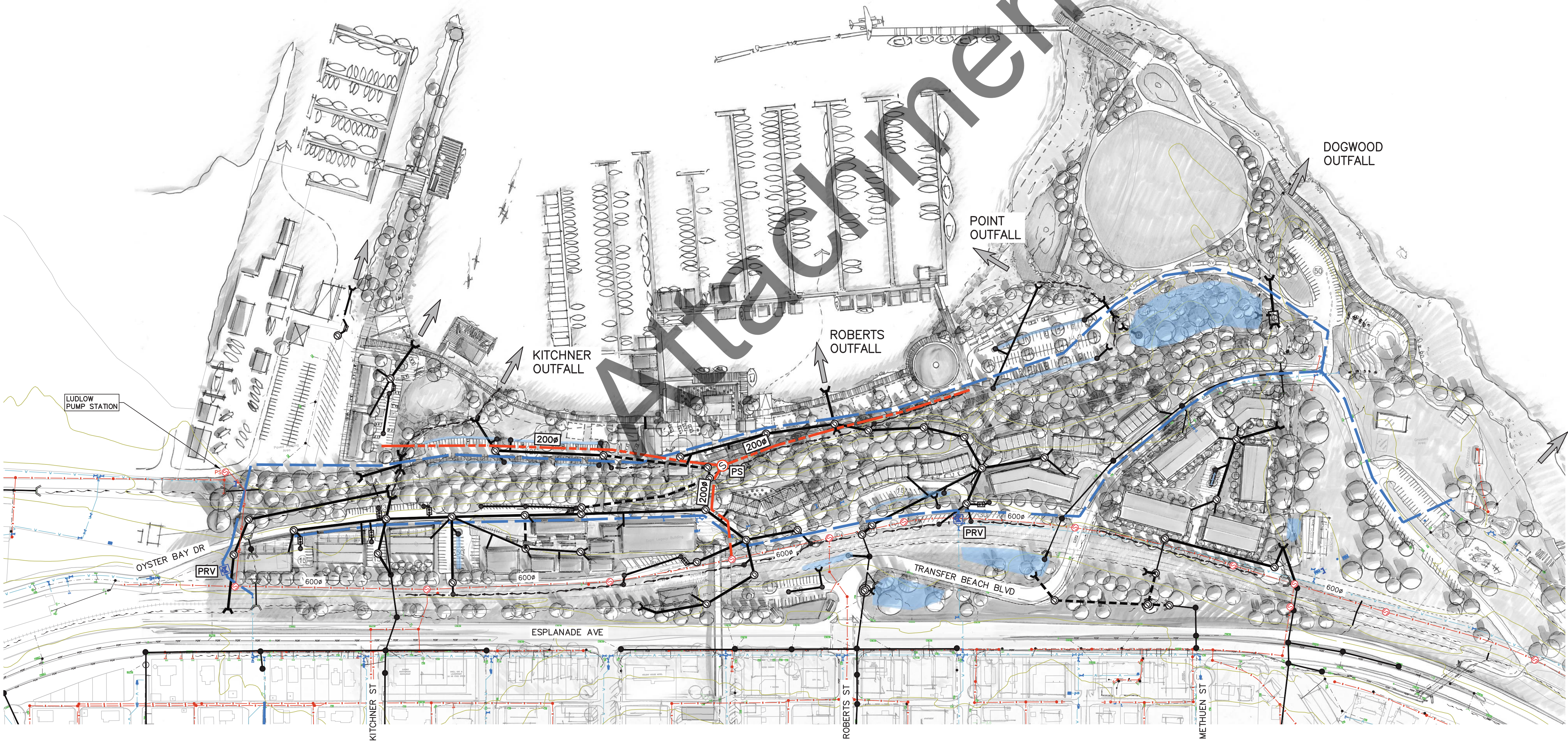
PROJECT NO.	1775
DRAWN	RC
DESIGNED	
CHECKED	CH
APPROVED	MP
DATE	APRIL 2019
SCALE	1:2000

CLIENT
TOWN OF LADYSMITH

PROJECT
WATERFRONT AREA PLAN

TITLE
CONCEPTUAL SERVICING (WATER, STORM, SANITARY)

DRAWING No.	REV.	SHEET
1775-05		3/3



STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot, Director Parks, Recreation & Culture
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: June 17, 2025
File No:
Re: Marina Hydro Service Realignment Project

RECOMMENDATION:

That Council approve the change order for MKM Projects in the amount of \$251,200 to realign the marina hydro servicing at the Machine Shop, and amend the 2025-2029 Financial Plan to include a Marina Hydro Servicing project in the amount of \$251,200 with the funding to come from the Heart of the Hub (Machine Shop – Phase 2) project in the amount of \$90,000 and the remaining \$161,200 to come from Appropriated Equity.

EXECUTIVE SUMMARY:

The Marina Hydro Service Realignment Project addresses a critical need arising from the Machine Shop redevelopment in Phase 2 of the Heart of the Hub. The Marina's electrical service currently depends on transformers within the Machine Shop's electrical room. Renovations have made this arrangement unviable, risking both the renovation schedule and operational reliability.

To resolve this, a new independent hydro connection is proposed to be installed, including a utility pole, underground cabling, and a service kiosk. While some work overlaps with the Heart of the Hub, most costs are outside its scope.

INTRODUCTION/BACKGROUND:

The Marina currently receives electrical power via transformers located within the Machine Shop facility. This arrangement, while functional, has become an identified risk and constraint as the Machine Shop undergoes substantial renovations under the Heart of the Hub Phase 2 project. During the planning and design stages of this redevelopment, it became apparent that the Marina's dependency on the Machine Shop's hydro infrastructure is unsustainable and may hinder the progress of the ongoing work due to the available electrical service based on the most recent electrical design for the Machine Shop and available space within the electrical room.

To resolve this, a dedicated hydro connection from BC Hydro directly to the Marina has been proposed. The scope of this realignment includes:

- Installation of an additional utility pole to facilitate a new power line.
- Underground service routing to a new electrical service kiosk near the Marina.

- Connection from the kiosk into the existing Marina hydro distribution network.

Although some elements of this project overlap with the Heart of the Hub work, additional realignment costs and execution lie outside its funding and planning boundaries. BC Hydro has already prepared detailed designs and associated cost estimates, and electrical engineers and contractors have reviewed and confirmed feasibility and pricing.

Given the interdependencies between the Machine Shop renovation and the existing hydro configuration, proceeding with the Marina Hydro Service Realignment is a time-sensitive necessity to ensure the continued momentum of both projects and to prevent further delays or unforeseen costs.

ALTERNATIVES:

Council can choose to not proceed with the Marina Hydro Realignment and keep the Marina Hydro Service within the Machine Shop. This would result in further delays to the Heart of Hub – Phase 2 project with the electrical layout requiring additional design considerations.

FINANCIAL IMPLICATIONS:

Electrical work for the Machine Shop was included in this phase of the renovation budget, though the scope of that project was not as encompassing as what is now proposed. To complete this project additional funds are needed. It is proposed to move \$90,000 from the original Heart of the Hub budget and fund the remaining \$161,200 with monies from prior year completed projects reserve in appropriated equity.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Parks, Recreation and Culture will provide project oversight. Work will be coordinated with the Town's Engineering Department.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input checked="" type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendations.

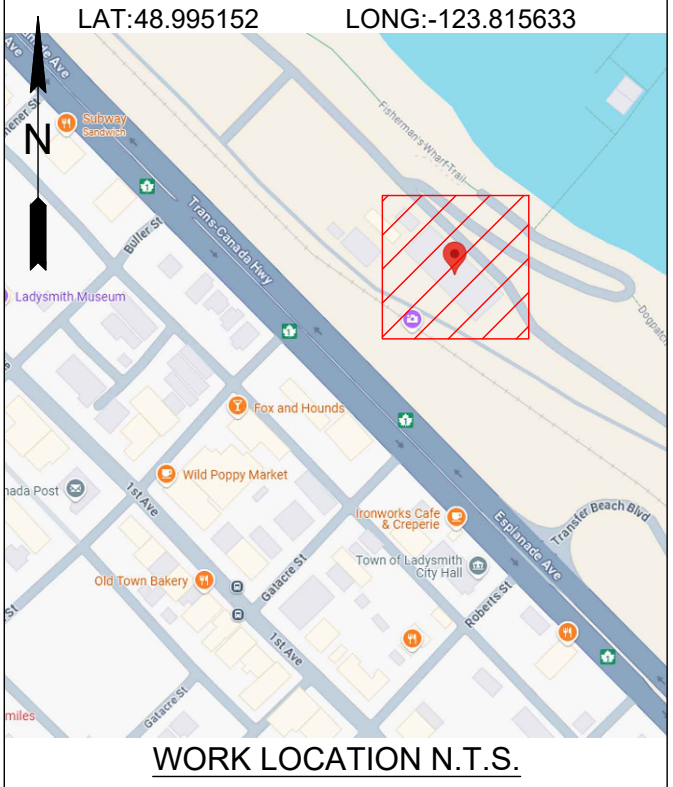
Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Schematic Design for the Marina Hydro Realignment Project Scope and Proposed Budget

ATTACHMENT A

DISCLAIMER
THIS DRAWING IS THE PROPERTY OF BC HYDRO AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF BC HYDRO. BC HYDRO WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING. PLEASE NOTE THAT BC HYDRO DOES NOT ASSUME RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF THE CONTENTS, WHETHER SHOWN OR OMITTED FROM THIS DRAWING.



BC ONE CALL

CALL BEFORE YOU DIG
1-800-474-6886
CALL AT LEAST 3 FULL
WORKING DAYS BEFORE
YOU PLAN TO DIG



CIVIL SPEC. 1323 NOTES:

1. BC HYDRO UNDERGROUND CIVIL INSPECTOR MUST BE NOTIFIED **48 HOURS** PRIOR TO CONSTRUCTION.
2. ALL WORK TO BE PERFORMED IN ACCORDANCE WITH CLASS OF WORK SPECIFICATION 1323 AND BC HYDRO UNDERGROUND DISTRIBUTION ENGINEERING STANDARDS SERIES ES53 AND ES54.
3. ANY CHANGES NEED TO HAVE PRIOR APPROVAL OF BC HYDRO CIVIL INSPECTOR.
4. UNLESS OTHERWISE NOTED ON TRENCH DETAILS OR REQUIRED PER ES 54 H0-02.02, ALL CONDUIT INSTALLATION FOR BC HYDRO ON PUBLIC OR PRIVATE PROPERTY SHOULD HAVE MIN. 0.9m COVER AND ANY FACTORY BEND MUST HAVE A MIN. RADIUS OF 0.9m.
5. ALL UTILITIES (EXCEPT TELUS) MUST MAINTAIN A 0.9m HORIZONTAL AND 0.3m VERTICAL SEPARATION FROM BC HYDRO DUCT UNLESS DIRECTED OTHERWISE BY BC HYDRO CIVIL INSPECTOR.
6. OTHER UTILITIES SHOWN ON THE CIVIL DRAWING ARE FOR REFERENCE ONLY. PROVE LOCATION OF ALL UTILITIES IN THE WORK AREA BEFORE CONSTRUCTION. FOR CURRENT INFORMATION CONTACT BC ONE CALL.
7. ALL OFFSETS INDICATE CENTERLINE OF BC HYDRO PLANT.
8. METRES EXPRESSED IN DECIMALS, MILLIMETRES IN WHOLE NUMBERS.
9. TRANSFORMER MUST BE A MIN. OF 1.5m BEHIND NON-MOUNTABLE CURB OR PROTECTED. FINAL NUMBER AND LOCATION OF PROTECTION POSTS TO BE DETERMINED IN THE FIELD BY BC HYDRO CIVIL INSPECTOR.
10. FOR TRANSFORMER PAD COUNTERPOISE CLEARANCES TO OTHER UTILITIES AND UNDERGROUND CONDUCTIVE SURFACES, SEE ES54.
11. MIN. OFFSET FOR BC HYDRO DUCTS, IN JOINT TRENCH, FROM PROPERTY LINE IS 1.2m, UNLESS OTHERWISE NOTED.
12. STUB SERVICE DUCT 1.0m FROM PROPERTY CORNER AND 1.0m INTO THE LOT UNLESS OTHERWISE NOTED.
13. IT IS THE RESPONSIBILITY OF THE RESOURCE THAT IS PERFORMING THE INSTALLATION OF THE PROPOSED CIVIL WORKS TO PROVIDE BC HYDRO WITH A RECORD DRAWING(S) OF THE CONSTRUCTION. THE RECORD DRAWING(S) MUST BE RECEIVED AND ACCEPTED BEFORE ELECTRICAL WORK WILL COMMENCE.
14. UNDER NO CIRCUMSTANCES MAY THE CONTRACTOR OPEN ANY LIVE BC HYDRO EQUIPMENT. ASSUME ALL EQUIPMENT IS LIVE UNLESS ADVISED BY BC HYDRO.
15. **DO NOT BLOW STRING INTO LIVE BC HYDRO EQUIPMENT.** IF BLOWING STRING IS REQUIRED INTO LIVE BC HYDRO EQUIPMENT, A BC HYDRO APPROVED ELECTRICAL JOURNEYPERSON IS REQUIRED BEFORE PROCEEDING.

CUSTOM NOTES HERE IF REQUIRED

ENGINEERING NOTES

UNLESS NOTED OTHERWISE, ENGINEERING CONTENT ON THIS DRAWING HAS BEEN PRODUCED FOLLOWING A DOCUMENTED BC HYDRO QUALITY MANAGEMENT PROCESS USING BC HYDRO ENGINEERING STANDARDS AUTHENTICATED BY PROFESSIONALS OF RECORD UNDER PERMIT TO PRACTICE NUMBER 1002449

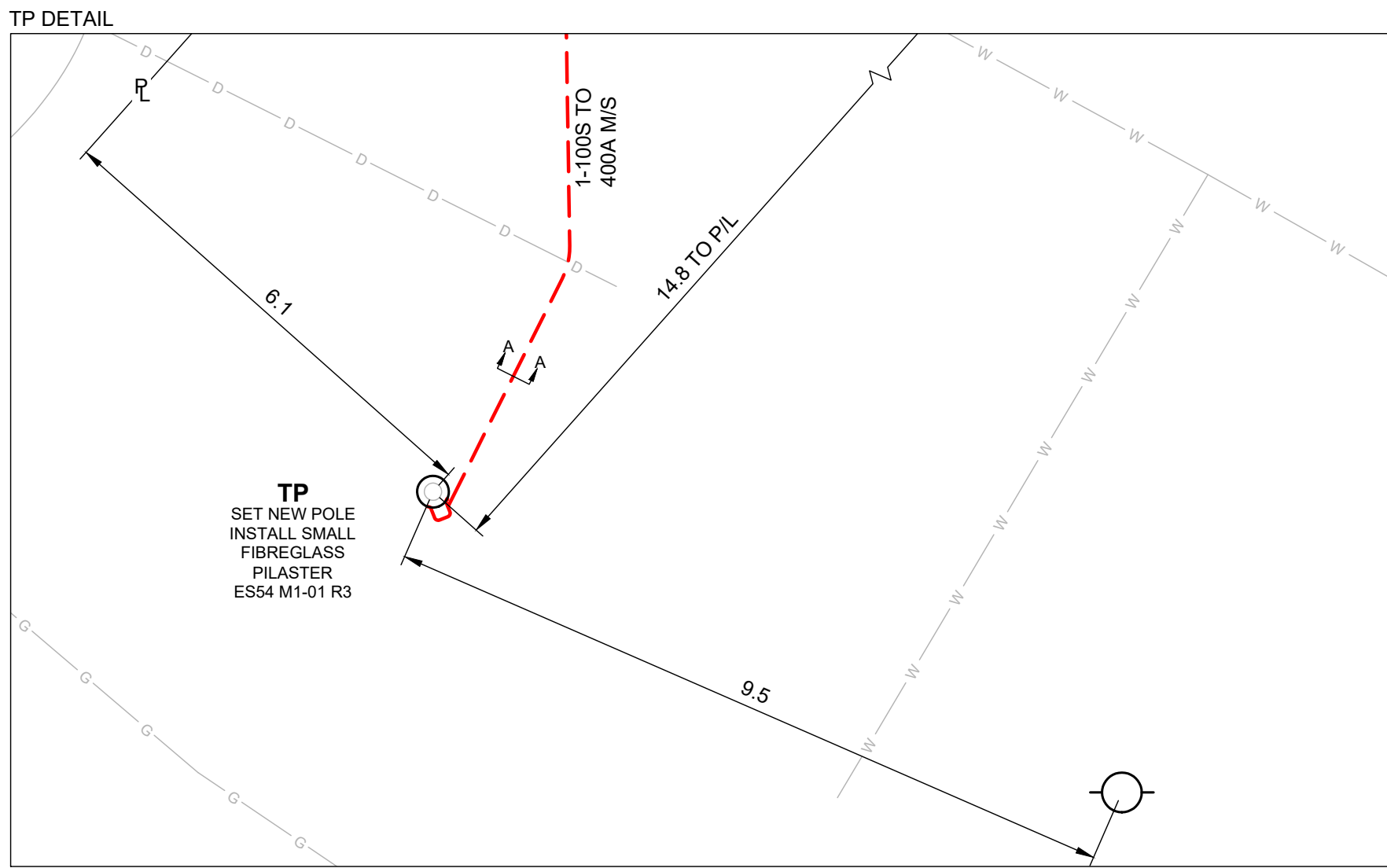
CIVIL PLAN LEGEND:

BC HYDRO RESPONSIBILITY	CUSTOMER RESPONSIBILITY
NEW DUCT	EXISTING DUCT
FIELD COMPLETED DUCT	
SERVICE BOX	
TERMINAL POLE	
LOW PROFILE TRANSFORMER (LPT-PYRAMID PAD)	
LOW PROFILE TRANSFORMER (LPT)	
PAD MOUNT TRANSFORMER (PMT)	
3Ø & 1Ø JUNCTION & PULL BOXES (332, 632, 832 & 1232)	
PRECAST MANHOLE	
VISTA SWITCH SUBMERSIBLE (VSWB)	
VISTA SWITCH ABOVE GROUND (VSWA)	
REFER TO ES53 AND ES54 UNDERGROUND STANDARDS	

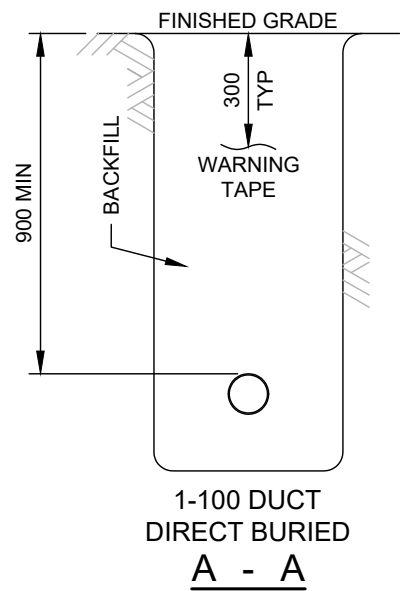


CENTRAL VANCOUVER ISLAND
NANAIMO POWER DISTRICT
UNDERGROUND DUCT AND STRUCTURES FOR
LADYSMITH MARINA
610 OYSTER BAY DRIVE, LADYSMITH
SHEET 1 OF 1

DATE	DIST	DRAWING NUMBER	REPORT NUMBER	FIG NO	SIZE	REV
2025FEB04		501-U07-02813		D		0



DETAILS
N.T.S.



TRENCH DETAILS
N.T.S.

UNDERGROUND UTILITY CHECKS	
	Within 1m of Plant Location (as per Design BC 1 Call) Y/N
Gas	N
Water	Y
Sanitary Sewer	N
Storm Sewer	Y
Telephone	N
Cable	N
Electrical	N
Other	N
Design BC 1 Call #	202504077705
Construction BC 1 Call #	
Construction BC 1 Call Renewal Date	
For Mechanical Excavation within 1 metre of plant, utilities must be exposed by hand digging, unless the utility / pipeline owner requested a different excavation method.	
Design BC 1 Call Ticket number valid for planning purposes only. Ticket refresh by a Construction BC 1 Call must be completed.	

**NOT FOR
CONSTRUCTION**
**ISSUED FOR
INFORMATION**

NOTE:
CUSTOMER KIOSK TO BE IN ACCORDANCE
WITH ES54 SECTION 'S' AND THE BC HYDRO
REVENUE METERING GUIDE

**CUSTOMER KIOSK
MAIN SWITCH**
400A, 347/600V

**** CAUTION ****
ADDITIONAL POLE STABILITY MAY BE REQUIRED
<https://www.bchydro.com/content/dam/BCHydro/customer-portal/documents/corporate/safety/Digging-Near-Power-Poles.pdf>
DIGGING NEAR POWER POLES

PLAN SCALE: 1:250



ATTACHMENT B

BUDGET

PO Box 601 Qualicum Beach V9K1T2

Phone: 250-618-7203

www.mkmpjrojects.ca

TO: **Town of Ladymith**

ATTN: Chris Barfoot

DATE:

May 21, 2025

PROJECT:

Heart of the Hub Ph.2

SUMMARY

BC Hydro Kiosk/ Marina Service

LABOUR

	Hrs	Rate/Hr	
<i>Carpenter</i>	48.00	70.00	3,360.00
<i>Carpenter Helper</i>	0.00	56.50	0.00
<i>Labourer</i>	32.00	45.00	1,440.00
<i>Supervisor</i>	48.00	110.00	5,280.00
<i>Project Manager</i>	32.00	95.00	3,040.00
TOTAL LABOUR			13,120.00

MATERIALS

6x8 Concrete Pad		3,000.00
Pilaster		2,400.00
Concrete Pump		1,500.00
Concrete finishing		250.00
TOTAL MATERIAL		7,150.00

EQUIPMENT

Packer		150.00
Cable Stays		7,500.00
TOTAL EQUIPMENT		7,650.00

SUBCONTRACTORS

<i>BC Hydro</i>		75,000.00
<i>Denmar</i>		65,484.00
<i>Mount Benson Mechanical</i>		2,500.00
<i>Spoonz (dig/ backfill)</i>		36,500.00
<i>Viking Reinforcing</i>		5,000.00
<i>Traffic control</i>		500.00
<i>Addy Power (Hold power pole)</i>		2,000.00
TOTAL SUBCONTRACTORS		186,984.00

GENERAL CONDITIONS

<i>Contingency</i>		20,000.00
<i>Tools/ consumables</i>		500.00
<i>Site Office</i>		0.00
<i>Communications/IT</i>		90.00
<i>Waste Removal</i>		1,000.00
<i>First Aid & Safety</i>		100.00
<i>Bonding</i>		0.00
<i>Insurance</i>		1,500.00
TOTAL GENERAL CONDITIONS		23,190.00

Net Total	238,094.00
6% Overhead	13,095.17
Total Change Order (excl. gst)	\$251,189.17

Authorized Signature of Approval

Date

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot Director Parks, Recreation & Culture
Reviewed By: Allison McCarrick Chief Administrative Officer
Meeting Date: June 17, 2025
File No:
Re: Heart of the Hub Phase 2 (Machine Shop) Sewer Connection Project Update

RECOMMENDATION:

That Council approve the change order in the amount of \$25,113 to MKM Projects Ltd. to fund the Heart of the Hub (Machine Shop) sewer connection, with the additional funds to come from the sewer parcel tax and sewer reserves and amend the 2025-2029 Financial Plan accordingly.

EXECUTIVE SUMMARY:

The Heart of the Hub Phase 2 (Machine Shop) project is currently experiencing unforeseen costs due to unexpected site conditions encountered during the sewer connection planning phase. These conditions have led to project delays, increased overall costs, and an extension of the project timeline.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The Heart of the Hub (Machine Shop) sewer connection project is currently in its final planning phase. A key component of the project involves the replacement of an existing sanitary sewer line to support the required updated infrastructure. Previous site assessments noted certain subsurface conditions likely related to the property's historic industrial use. While these conditions had no immediate impact under prior circumstances, the proposed excavation and installation of a new sewer line have introduced additional steps and oversight to address regulatory compliance associated with construction in these areas, including:

- Targeted soil management along the new sewer alignment.
- Environmental oversight during excavation to monitor for unexpected conditions and verify material classification.
- Safe handling and off-site management of any material that does not meet reuse criteria, including the need for clean aggregate backfill.

The newly triggered requirements have introduced additional costs that were not included in the sewer replacement portion of the budget. These additional expenses stem from:

- Environmental consulting and planning to address regulatory needs.
- Sampling, testing, and classification of excavated soils.
- Special handling, transportation, and disposal procedures for certain materials.
- Procurement of clean backfill to replace material removed during trenching.

ALTERNATIVES:

Council can choose to postpone the sewer connection project to a later date. This option is not recommended by staff as it is key infrastructure for the Machine Shop, and it would create additional delays in the reactivation of the Heart of the Hub (Machine Shop) project.

FINANCIAL IMPLICATIONS:

There is \$100,000 allocated to the original sewer connection project. A further \$25,113 is required to complete this project. There are additional sewer parcel tax funds available for 2025. Due to the timing of the budget and when subdivisions are registered, there were thirty-seven additional lots created. These lots were charged the sewer parcel tax for 2025, which amounts to \$13,758. The additional taxation monies as well as a further \$11,335 earmarked to be reserved for future sewer projects could be used to fund this sewer project.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Director of PR&C is providing oversight of the Heart of the Hub - Phase 2 (Machine Shop) project.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

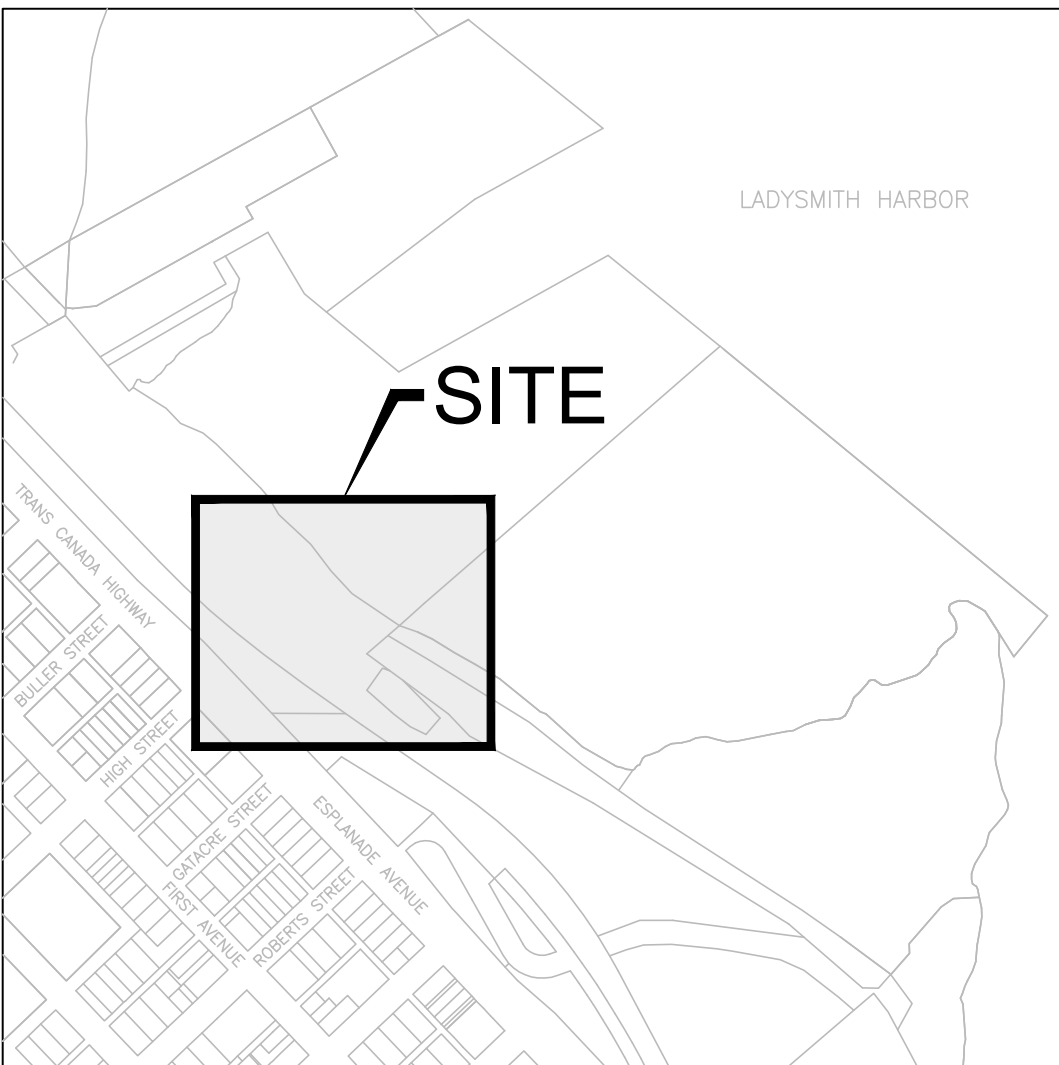
- A. Heart of the Hub - Sewer Connection Civil Drawing with Test Drilling Locations



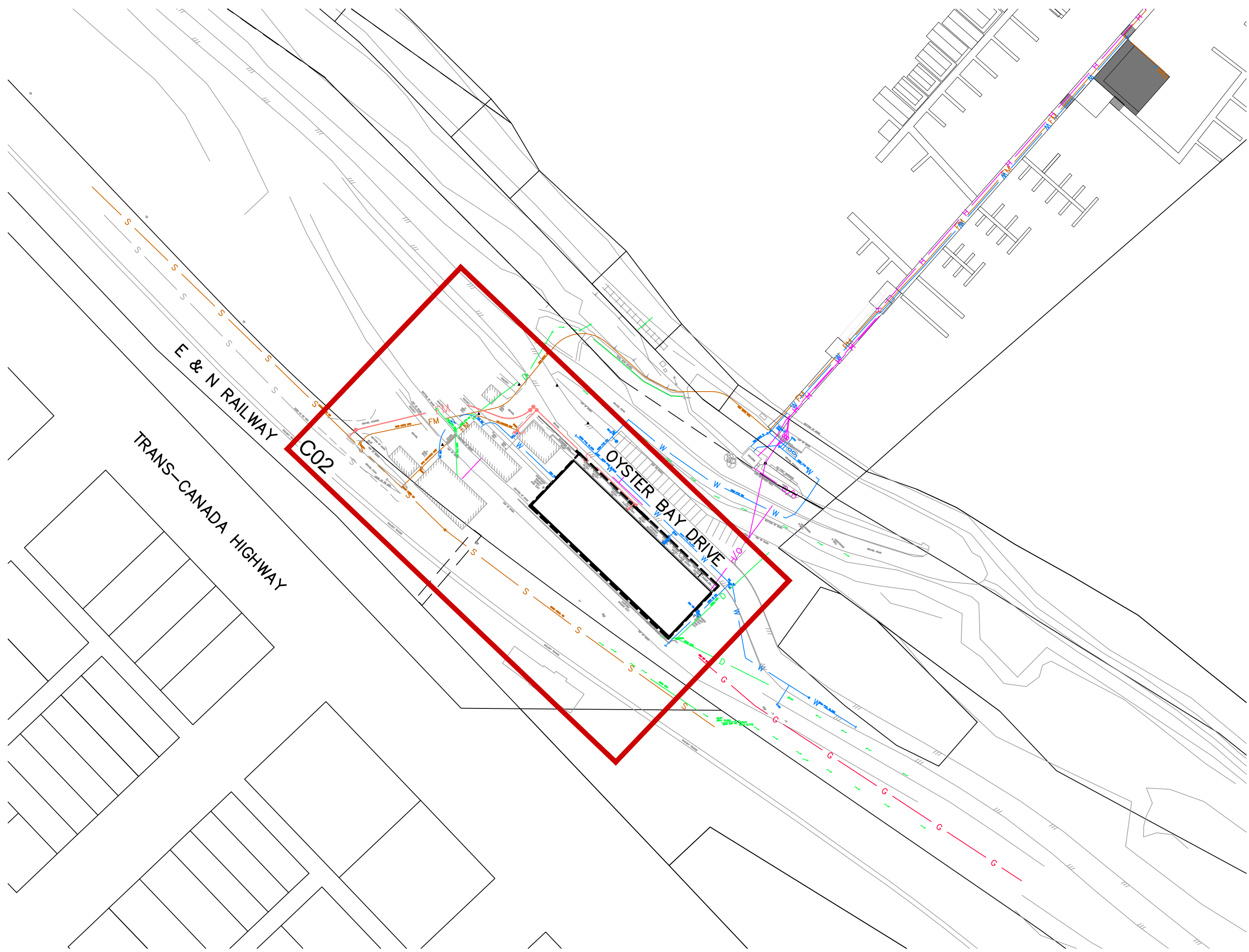
ATTACHMENT A

OYSTER BAY DRIVE MACHINE SHOP
BUILDING RESTORATION & UTILITY WORKS

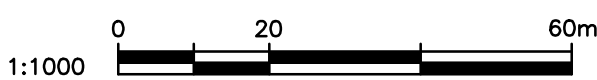
TENDER 2025-XX-XX



LOCATION PLAN
NTS



KEY PLAN
1:1000



GENERAL NOTES:

- ALL WORK AND MATERIALS ARE TO BE AS DESCRIBED IN THE TOWN OF LADYSMITH (T.O.L.) ENGINEERING STANDARDS & SPECIFICATIONS LATEST EDITION OR AS OTHERWISE APPROVED BY THE CITY ENGINEER.
- WHEN NOT COVERED IN THE T.O.L. SPECIFICATIONS, THE MASTER MUNICIPAL CONTRACT DOCUMENTS (MMCD) 2019 EDITION TO BE USED AS THE SPECIFICATION.
- CONNECTION TO, OR ALTERATION OF, EXISTING MUNICIPAL-OWNED UTILITIES, REQUIRES AUTHORIZATION BY THE TOWN ENGINEER.
- A "PERMIT TO INSTALL WORKS WITHIN STREETS, LANES AND CITY PROPERTY AREAS" WILL BE REQUIRED WHERE CONSTRUCTION IS TO BE UNDERTAKEN IN T.O.L. RIGHT-OF-WAYS AND/OR TOWN-OWNED UTILITIES OR PROPERTIES.
- UPON APPROVAL OF THE PERMIT, THE TOWN'S CONSTRUCTION DIVISION SHALL BE NOTIFIED 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
- THE ENGINEER SHALL BE NOTIFIED 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR TO COMPLY WITH ALL APPLICABLE MINISTRY OF ENVIRONMENT AND DEPARTMENT OF FISHERIES & OCEANS CANADA REQUIREMENTS AT ALL TIMES DURING CONSTRUCTION.
- CONTRACTOR TO CONFIRM THAT ELEVATION, LOCATION AND GRADIENT OF ASPHALT MATCH EXISTING PRIOR TO PLACEMENT OF ASPHALT OR CONCRETE.
- ALL TREES NOT BEING REMOVED IN THE CONSTRUCTION AREA SHALL BE PROTECTED.
- ADJUST ALL MANHOLES, WATER VALVES, HYDRO VAULTS, ETC. TO MATCH NEW CONSTRUCTION.
- ALL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY AND SHOULD BE CONFIRMED BY USE OF A PIPE LOCATOR AND MANUAL DIGGING. ALL OR ANY STRUCTURES NOT NECESSARILY SHOWN.
- ALL DISTURBED SURFACES TO BE RESTORED TO EXISTING CONDITION OR BETTER.
- ALL ELEVATIONS ARE TO GEODETIC DATUM AND ARE REFERENCED TO MONUMENT 98SG068 (CVD28BC DATUM). ELEVATION = 29.486m.
- DATA SOURCES:
 - TOPOGRAPHIC SURVEY COMPLETED BY TURNER & ASSOCIATES IN 2019 & 2021
 - & McALLAN CONSTRUCTION SURVEYS IN 2011.
 - RECORD DRAWINGS PROVIDED BY THE TOWN OF LADYSMITH.

SANITARY SEWER NOTES:

- 50# SANITARY FORCE MAIN TO BE HDPE DR11 TO AWWA C901-22, PRESSURE CLASS 200 TUBING CERTIFIED TO CSA B137.1 UNLESS OTHERWISE NOTED.
- ALL SANITARY PRESSURE FITTINGS ARE TO BE BRASS COMPRESSION WITH METAL INSERTS.
- ALL PIPE JOINTS AND FITTINGS TO BE HEAT FUSED.
- 200# SANITARY MAIN TO BE PVC DR35.
- SANITARY FORCE MAIN TO HAVE 1.0m MINIMUM COVER.
- ALL HDPE RADII ARE TO BE MIN. 50x THE PIPE OUTSIDE DIAMETER.

PRIVATE UTILITY NOTES:

- PRIVATE UTILITY MAIN AND SERVICE LOCATIONS ARE APPROXIMATE ONLY AND ARE BASED ON BC ONE CALL INFORMATION.

LIST OF DRAWINGS

DWG No.	DESCRIPTION
C01	KEY PLAN, DRAWING LIST, & GENERAL NOTES
C02	SITE SERVICING

PRELIMINARY

NOT FOR
CONSTRUCTION

WATER PROPOSED		WATER EXISTING		SAN PROPOSED		SAN & TEL EXISTING		STORM PROPOSED		STORM EXISTING		REV. NO.	DATE	REVISION DESCRIPTION	SIGNATURE	PREPARED BY	TOWN OF LADYSMITH		SHEET No:	VER. No:
WATERMAIN		WATERMAIN		SANITARY MAIN		SANITARY MAIN		STORM MAIN		STORM MAIN							OYSTER BAY DRIVE MACHINE SHOP BUILDING RESTORATION & UTILITY WORKS		C01	B
WATER SERVICE		WATER SERVICE		CAPPED END		CAPPED END		CAPPED END		CAPPED END							TITLE:		SCALE: H: 1:1000 V: N/A	
VALVE		VALVE		MANHOLE		MANHOLE		MANHOLE		MANHOLE							FILE: 5112-018		DRAWN BY: JDP	DESIGNED BY: PGR
FIRE HYDRANT		FIRE HYDRANT		CLEANOUT		TEL CROSSING		CATCHBASIN TYPE 1&2		CATCHBASIN							DATE: FEBRUARY 2025			
REDUCER		REDUCER						CATCHBASIN TYPE 3												
								CLEANOUT												



STAFF REPORT TO COUNCIL

Report Prepared By: Don Stewart, Arts, Culture & Events Coordinator
Reviewed By: Chris Barfoot, Director of Parks, Recreation & Culture
Meeting Date: June 17, 2025
File No:
Re: 2025 Call for Poetry – Mayor Kathleen ‘Kay’ Grouhel

RECOMMENDATION:

That Council approve the recommendation from the Public Art Committee for the 2025 Call for Poetry in recognition of Mayor Kathleen ‘Kay’ Grouhel, and direct staff to proceed with ordering and installing the kiosks, signage, and planters to complete the Kay Grouhel recognition project.

EXECUTIVE SUMMARY:

The purpose of the 2025 Call for Poetry for Mayor Kathleen Grouhel is to recognize her contributions to the community. With this call for poetry, it lays part of the foundation of recognition of Mayor Grouhel at Transfer Beach, which includes naming a shelter, installing a historical panel consisting of a biography and this poem in full.

The 2025 Public Art Committee has reviewed submissions from seven poets. A total of eight poems were submitted for review. The Public Art Committee’s recommendation is presented in Attachment A of this report.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2024-046	2024-06-04	That Council: <ol style="list-style-type: none"> 1. Endorse the change of scope to the Kay Grouhel Recognition Project as proposed in the June 4th, 2024 report; and 2. Rise and report on Recommendation No. 1 immediately.
CS 2018-015	2018-01-15	That Council refer the discussion regarding the Town’s recognition of former mayor Kay Grouhel to a future meeting of the Municipal Services Committee and request staff to provide the history behind previous plans, as well as a list of options for locations or streets that might be appropriate in this regard.
CS 2009-135	2009-03-02	It was moved, seconded and carried that when a park pavilion is built at Transfer Beach Park, it be named the Kay Grouhel pavilion.
CS 2008-261	2008-05-05	It was moved, seconded and carried that the Heritage Revitalization Advisory Commission be requested to research and make

Resolution	Meeting Date	Resolution Details
		recommendation to Council on a location, park or building that can be named in honour of former Mayor Kay Grouhel.

INTRODUCTION/BACKGROUND:

A total of eight different poems by seven poets were submitted by the deadline of March 31, 2025. On May 6, 2025, members of the Poetry Jury Panel met to review and select the poem to be recommended to Council. The selection panel consisted of:

- Kathleen Darby – Representative of the PAC
- Brian Grouhel – Representative of the Grouhel family
- Dr. Edward C. Nicholson – Representative of the Ladysmith Historical Society
- Councilor Don Patterson – Representative of Council
- John Edward – A Local Poet
- Sophie Paisley – A Member of the Community

The Poetry Jury Panel assessed the entries, considering each poem's imagery, language, structure theme and overall effect in presenting Mayor Grouhel's community influence, specifically at Transfer Beach. The Panel believes that the poem being recommended best captures the essence of Mayor Grouhel's significant impact on the community and the waterfront.

Poet – Shelley A. Leedahl

Ms. Leedahl is a resident of Ladysmith and a multi-genre writer with 13 books published over a long professional career. Her work has been recognized with multiple awards, and she has also received international fellowships writing in Spain, Scotland, Mexico and the US. She frequently works as a freelance writer, workshop facilitator, editor and book reviewer.

ALTERNATIVES:

Council can choose:

1. Not to approve the recommended poetry for display at Transfer Beach; or
2. Request the Public Art Committee to consider a different poem.

FINANCIAL IMPLICATIONS:

If approved, the poem will move to the production phase of the program, which includes the installation of kiosks, a planter and signage. These costs are included in the approved project budget.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The poem, biography and placeholders at Transfer Beach will bring "home" Mayor Kathleen 'Kay' Grouhel to Transfer Beach and provide the missing connection to the park's history.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The installation of the planter, signage and associated works is coordinated by the Park Operations staff.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Public Art Committee – Draft May 22, 2025 Minutes
- B. Shelley A Leedahl's Poem Gratitude

Minutes of the Public Art Committee (PAC)
Thursday, May 22, 2025 at 4:30 p.m.
Frank Jameson Community Centre

COMMITTEE MEMBERS PRESENT:

Kathleen Darby
 Gordon Filewych

Councillor Tricia McKay
 Kim Perry

STAFF PRESENT:

Don Stewart

REGRETS:

John Edwards

GUESTS:**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The meeting was called to order at 4:37 p.m.

K. Darby acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA

2025-013:

That the Public Art Committee adopt the agenda as presented.
Motion Carried

MINUTES**NEW BUSINESS**

Call for Poetry – Mayor Grouhel

2025-014:

The Public Arts Committee agreed to recommend the poem “Gratitude” by Shelley A. Leedahl as the selected entry for the Call for Poetry – Mayor Kathleen ‘Kay’ Grouhel competition Council for approval.

Motion Carried

NEXT MEETING

To be determined at the call of the chair.

ADJOURNMENT

2025-015:

That the Public Art Committee adjourn this meeting at 5:05 p.m.

Motion Carried

ATTACHMENT B

Gratitude

(For Kay Grouhel, Ladysmith Mayor 1964-1975)

A landscape of sailboats and kayaks,
ice cream cones dripping
onto a child or grandmother's hand.

Seals and otters glide
through the harbour's blue welcome,
and stones skip from here to there
like dreams.

And listen: that is the symphony
of spray park splashes
and playground laughter. Gull cries.

Intergenerational picnics
on beach blankets. Live music
at the amphitheatre, where someone is always
compelled to be the first to dance.

I revere the beach in all of its hours.
Coffee in hand, I witness dawn light
creep over the coastal mountains
to burnish the spirit-lifting beach
and thriving, historical town.

ATTACHMENT B

In the afternoon heat, hands stained with blackberries,
I disappear beneath the clean, cool ocean.

And at twilight, serenity finds me
on the soft green bank—heart light as a bird's
above the blossoms that spell Ladysmith.

Thanks to you, Kay, Transfer Beach Park
is an oasis for everyone.

-Shelley A. Leedah

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot Director Parks, Recreation & Culture
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: June 17, 2025
File No:
Re: **School District 68 Lease Agreement (FJCC)**

RECOMMENDATION:

That Council:

1. Approve the renewal of the lease agreement with the Board of Education School District No. 68 (Nanaimo – Ladysmith) for the use to operate the Frank Jameson Community Centre on district land for a period of five (5) years, with an option to renew; and
2. Authorize the Mayor and the Corporate Officer to sign the addendum agreement.

EXECUTIVE SUMMARY:

The land on which the Frank Jameson Community Centre (FJCC) is located is owned by School District No. 68.

The original lease agreement, which granted the Town the right to construct, operate and maintain the FJCC expired in 2000. Since then, the Town has continued to operate the FJCC on a letter of intent renewal that was executed in 2007 and expired in 2010.

The attached addendum is the outcome of joint meetings between School District No. 68 and the Town of Ladysmith, facilitated through the Parks, Recreation & Culture Department, to renew the lease agreement.

PREVIOUS COUNCIL DIRECTION:

CS 2007- 545	2007- 11-05	It was moved, seconded and carried that the Town of Ladysmith enter into a Memorandum of Agreement with School District No. 68 to extend the existing contract until June 30, 2009 for the construction/upgrading and maintenance of Ladysmith Secondary school Playfield; AND THAT the Mayor and Acting Manager of Corporate Services be authorized to sign the Memorandum of Agreement.
CS 2007- 546	2007- 11-05	It was moved, seconded and carried that the Town of Ladysmith enter into a three-year lease agreement and a Letter of Intent with the School District No. 68; AND THAT the Mayor and Acting Manager of Corporate Services be authorized to sign the agreement and Letter of Intent.

INTRODUCTION/BACKGROUND:

Recent feasibility work for the skatepark on the leased site revealed that the agreement between School District No. 68 and the Town expired in 2010. The new five-year lease addendum outlines the continuation of the parameters of the original agreement by which the Town will continue to occupy and operate FJCC and the lands where the skatepark is situated.

There are no changes to the original agreement except for the proposed 5-year term. The 5-year term will provide the Town with predictable occupancy and will reduce the level of administrative work necessary to renew the agreement for a shorter term.

ALTERNATIVES:

Council can choose to:

1. Not renew the lease agreement; or
2. Direct staff to suggest changes to the existing agreement, as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

A current lease will allow for certainty in planning at the community centre.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

FJCC and the surrounding land are well utilized by the community and are seen as an important community gathering space.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. School District No. 68 Addendum Agreement.
- B. School District No. 68 2007 Lease Agreement (letter of intent)

ATTACHMENT A

ADDENDUM

(this "**Addendum**") made as of the 1st day of July 2025 (the "**Effective Date**")
To amend and extend the term of the
Lease Agreement made as of the 11th day of October 2007 (the "**Existing Lease Agreement**"),

BETWEEN: **THE BOARD OF EDUCATION OF
SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)**
395 Wakesiah Avenue
Nanaimo, British Columbia, V9R 3K5 (the "**Lessor**")

AND: **TOWN OF LADYSMITH**
PO Box 220
Ladysmith, BC V9G 1A2 (the "**Lessee**")

WHEREAS the Lessor is the owner of the lands (the "**Premises**") located at the following address and improvements located thereon: 810 6th Avenue, Ladysmith, BC V9G 1A2.

AND WHEREAS the Lessor granted the "**Existing Lease Agreement**" to the lessee, on the 11th day of October 2007, a non-exclusive Lease to Occupy that portion of the Premises indicated on Schedule "A", attached hereto. The afore mentioned contract expired on September 30, 2010. For the purpose of the above agreed upon Lease Agreement, the Lessor and the Lessee (collectively, the "**Parties**", and individually, a "**Party**") wish to amend and extend the term of the Existing Lease:

NOW THEREFORE in consideration of the premises and the mutual covenants of the Parties contained herein and subject to the terms and conditions hereof, the Parties hereby agree to amend the "**Existing Lease Agreement**" as of September 1, 2025, (as amended by this Addendum, the "**Lease**") as follows:

1. Capitalized terms used in this Addendum that are defined in the Existing Lease and not defined in this Addendum shall have the meanings given in the Existing Lease.
2. Paragraph (a) of the Existing Lease is hereby amended to read as follows:

a) TERM AND LICENSE FEES:

The term of the Lease (the "Term") is for the period of five years [less a day], starting September 1, 2025 subject to early termination or extension as provided in this Agreement. The agreement may be extended for up to two additional three-year terms. The Term may only be extended by a signed written agreement between the Board and the Operator. Any extension is subject to the same terms and conditions of this Agreement unless otherwise mutually agreed in writing.

ATTACHMENT A

September 1, 2025 – August 31, 2030

- In consideration of the right to use granted under this agreement the lessee shall pay to the School District \$1.00 for the Term (the “License Fee”).

b) Except as expressly provided in this Addendum, all the provisions of the Existing Lease shall continue in full force and affect during the extended Term of the Lease.

IN WITNESS WHEREOF the Parties have duly executed and delivered this Addendum as of the Effective Date.

**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 68
(NANAIMO-LADYSMITH)**

By its' Authorized Signatory(ies)

TOWN OF LADYSMITH

By its' Authorized Signatory(ies)

Authorized Signatory

Authorized Signatory

Name

Name

Title

Title

ATTACHMENT B

LETTER OF INTENT

BETWEEN:

SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)

395 Wakesiah Avenue
Nanaimo, BC V9R 3K5

(the "School District")

AND:

TOWN OF LADYSMITH

P.O. Box 220
Ladysmith, BC
V9E 1A2

(the "Town")

WHEREAS:

- A. The School District is the registered owner of lands and premises legally described as:

Lot 1, District Lot 96, Oyster District, Plan 19308

(the "Lands")

and operates Ladysmith Secondary School on the Lands.
- B. Also situate on the Lands is a recreation centre known as the Frank Jameson Recreational Centre. The said recreation centre building and the lands used in connection therewith are as shown outlined in red on the plan attached hereto as Schedule "A" (the "Recreation Centre Lands").
- C. Pursuant to an agreement between the School District and the Town which commenced on December 9, 1980 and expired on or about December 8, 2000 (the "Original Agreement") the School District granted to the Town the right to enter upon the Lands and to construct, operate and maintain a recreation centre on the Recreation Centre Lands.
- D. The Town has continued to occupy and operate the Recreation Centre Lands since the expiration of the Original Agreement.
- E. It is the intention of the parties to continue to renew the Lease as contemplated therein until the land exchange contemplated in this Letter of Intent has been implemented.

F. It is the intention of the parties to implement an exchange of the Recreation Centre Lands for other lands on the basis contemplated herein.

G. In this Letter of Intent:

- (i) "Additional Consideration" means cash, land, equipment or personal property or any combination thereof;
- (ii) "Permitted Encumbrances" means any reservations, notations, charges, liens and interests affecting the Recreation Centre Lands or the Exchange Lands (as defined below), as agreed upon by the parties, each acting reasonably.

NOW THEREFORE the parties state their intentions as follows:

1. SUBDIVISION

1.1 Subdivision of Recreation Centre Lands

Upon the completion of the matters contemplated in paragraphs 2.1 and 2.2, the School District and the Town will cooperate and work together to delineate and survey the boundaries of the Recreation Centre Lands which will generally be the area shown outlined in bold on the sketch plan attached as Schedule A. The Town will retain a surveyor to prepare a subdivision (the "Recreation Subdivision Plan") of the Recreation Centre Lands which will be in a form approved by the School District, acting reasonably. The Town will bear the costs of surveying the Recreation Centre Lands and preparing and registering the Recreation Subdivision Plan.

The School District will sign all documents required to subdivide the Recreation Centre Lands including the Recreation Subdivision Plan and will assist the Town in obtaining the signature of any other party who is required to sign the Recreation Subdivision Plan.

Upon the approval of the Recreation Subdivision Plan by the approving officer for the Town of Ladysmith, the Town will register the Recreation Subdivision Plan in the appropriate Land Title Office and thereafter deliver to the School District a registered copy thereof.

1.2 Appraisal of Recreation Centre Lands

Following the execution of this agreement, the School District will retain a professional land appraiser, acceptable to the Town, acting reasonably, to determine the fair market value (the "Recreation FMV") of the Recreation Centre Lands as a separate parcel and based on the current use and zoning of the Recreation Centre Lands but excluding the value of any improvements on the Recreation Centre Lands.

2. EXCHANGE LANDS

2.1 Identification of Exchange Lands

Forthwith following the execution of this Agreement, the School District and the Town will cooperate and work together to locate and agree in writing on lands (the "Exchange Lands") owned by the Town which can be transferred to the School District in consideration for the Recreation Centre Lands. The parties intend to identify lands that have a fair market value that is comparable to the Recreation FMV.

2.2 Suitability of Exchange Lands

The parties acknowledge that the Exchange Lands must be suitable for the School District's purposes in the sole discretion of the School District, acting reasonably, taking into account its statutory obligations and present and future land requirements.

2.3 Appraisal of Exchange Lands

Upon the identification of the Exchange Lands as contemplated in paragraphs 2.1 and 2.2, the Town will retain a professional land appraiser, acceptable to the School District acting reasonably, to determine the fair market value (the "Exchange FMV") of the Exchange Lands based on the current use, zoning and improvements (if applicable) on the Exchange Lands.

2.4 Subdivision of Exchange Lands

If a subdivision is required to create the Exchange Lands as a single legal parcel in fee simple, the School District and the Town will work together to delineate and survey the boundaries of the Exchange Lands. The School District will retain a surveyor to prepare a subdivision plan (the "Exchange Subdivision Plan") of the Exchange Lands which will be in a form approved by the Town acting reasonably. The School District will bear the costs of surveying the Exchange Lands and preparing and registering the Exchange Subdivision Plan.

The Town will sign all documents required to subdivide the Exchange Lands including the Exchange Subdivision Plan and will assist the School District in obtaining the signature of any other party who is required to sign the Exchange Subdivision Plan.

Upon the approval of the Exchange Subdivision Plan by the approving officer for the Town of Ladysmith, the School District will register the Exchange Subdivision Plan in the appropriate Land Title Office.

3. LAND EXCHANGE

3.1 Transfer of Recreation Centre Lands

The School District will transfer the Recreation Centre Lands to the Town in consideration of the transfer by the Town to the School District of the Exchange Lands and any Additional Consideration, if applicable.

3.2 Transfer of Exchange Lands

The Town will transfer the Exchange Lands to the School District in consideration of the transfer by the School District to the Town of the Recreation Centre Lands and any Additional Consideration, if applicable.

3.3 Additional Consideration

If the Recreation FMV exceeds the Exchange FMV, then the Town will pay the School District the difference in Additional Consideration on the Closing Date. If the Exchange FMV exceeds the Recreation FMV, then the School District will pay the Town the difference in Additional Consideration on the Closing Date.

3.4 Approval of Land Exchange

Each party will use all commercially reasonable efforts to obtain the requisite statutory approvals required to undertake the land exchange contemplated herein, including, in the case of the Town, a resolution of the Town's council approving the land exchange.

3.5 Land Exchange Closing Date

The completion of the transfer of the Recreation Centre Lands to the Town and the transfer of the Exchange Lands to the School District will occur on the date (the "Closing Date") which is 30 business days following the last to occur of:

- (a) the final registration in the Land Title Office of the Recreation Subdivision Plan;
- (b) the date when the parties agree in writing on the Exchange Lands (if no subdivision is required); and
- (c) the date of final registration in the Land Title Office of the Exchange Subdivision Plan (if a subdivision is required).

3.6 Completion and Adjustments

The completion of the transfer of the Recreation Centre Lands to the Town and the transfer of the Exchange Lands to the School District will occur on the Closing Date at the Victoria Land Title Office. The Town will be responsible for all taxes, rates, assessments and other charges and will be entitled to receive all income relating to the

Recreation Centre Lands from and including the Closing Date and all adjustments, both incoming and outgoing, of whatsoever nature will be made as of the Closing Date. The School District will be responsible for all taxes, rates, assessments and other charges and will be entitled to receive all income relating to the Exchange Lands from and including the Closing Date and all adjustments, both incoming and outgoing, of whatsoever nature will be made as of the Closing Date.

3.7 Closing Procedures and Concurrent Requirements

The parties will be responsible for the concurrent registration at the Land Title Office of the transfers and all other documents necessary to effect the transactions contemplated herein. Closing procedures with respect to the delivery and registration of the foregoing documents, payment of Additional Consideration, if any, and all other documents necessary to effect the transactions contemplated herein will be made in accordance with the procedures and undertakings normally given in British Columbia between solicitors in respect of the purchase and sale of land. All requirements relating to the manner and sequence of the closing of the transaction contemplated hereby are deemed to be concurrent requirements and nothing will be completed until everything required to be paid, executed, delivered and registered in the Land Title Office has been so paid, executed, delivered and registered.

3.8 Possession

The Town will be entitled to have vacant possession of the Recreation Centre Lands and the School District will be entitled to have vacant possession of the Exchange Lands, in each case subject to the Permitted Encumbrances at 12:00 p.m. on the Closing Date provided that everything required to be paid, executed, delivered and registered in the Land Title Office pursuant to Section 3.7 has been so paid, executed, delivered and registered.

3.9 Costs to Clear Title

The cost of obtaining and registering any documents required to clear title to the Recreation Centre Lands and the Exchange Lands of any charges, liens, claims, legal notations or encumbrances not constituting Permitted Encumbrances will be borne by the School District in the case of the Recreation Centre Lands and the Town in the case of the Exchange Lands.

3.10 GST

The Town will be responsible for any GST payable in respect of the purchase of the Recreation Centre Lands and the School District will be responsible for any GST payable in respect of the purchase of the Exchange Lands. Each party will tender to the other party on the Closing Date, the amount of GST required in respect of their respective purchases or provide the other party with a certificate certifying that it is a registrant under the *Excise Tax Act* under a stated registration number and that it will account for GST in respect of the purchase and sale transaction in accordance with the *Excise Tax Act*.

3.11 Property Transfer Taxes

The School District will be responsible for all property transfer taxes, if any, payable in respect of the purchase of the Exchange Lands and the Town will be responsible for all property transfer taxes, if any, payable in respect of the purchase of the Recreation Centre Lands.

4. LETTER OF INTENT

Despite any provision to the contrary herein contained including, without limitation, provisions explicitly or implicitly indicating agreement between the parties, the parties do not by executing this document intend to create any legally enforceable agreements between themselves and agree that neither this document nor any negotiations, discussions or acts in pursuance thereof shall create legally binding obligations between the parties.

Upon the identification of the Exchange Lands as contemplated in paragraphs 2.1 and 2.2 but before the registration of such subdivision plans as may be necessary to create the Recreation Centre Lands and the Exchange Lands as separate parcels, the parties contemplate entering into a legally binding arrangement. The parties acknowledge that the School District must comply with the relevant provisions in the *School Act* of British Columbia relating to its disposition of the Recreation Centre Lands.

The parties intend to complete the arrangements contemplated herein as quickly as reasonably possible in all of the circumstances. The parties do not intend that their efforts to complete the matters contemplated herein shall take more than 10 years. Without taking away from the non-binding nature of this Letter of Intent, the parties confirm that either party shall be at liberty to re-evaluate its position regarding the matters contemplated herein should such matters not be completed on or before 10 years.

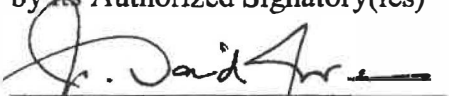
5. GENERAL

This Letter of Intent and all documents contemplated by or delivered under or in connection with this Letter of Intent may be executed and delivered in any number of counterparts and by facsimile with the same effect as if all parties had all signed and delivered the same document and all counterparts will be construed together to be an original and will constitute one and the same agreement.

Dated this 11th day of October, 2007.

SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)

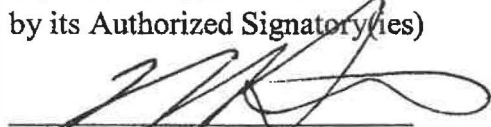
by its Authorized Signatory(ies)



Authorized Signatory
J. DAVID GREEN
Secretary - Treasurer

TOWN OF LADYSMITH

by its Authorized Signatory(ies)



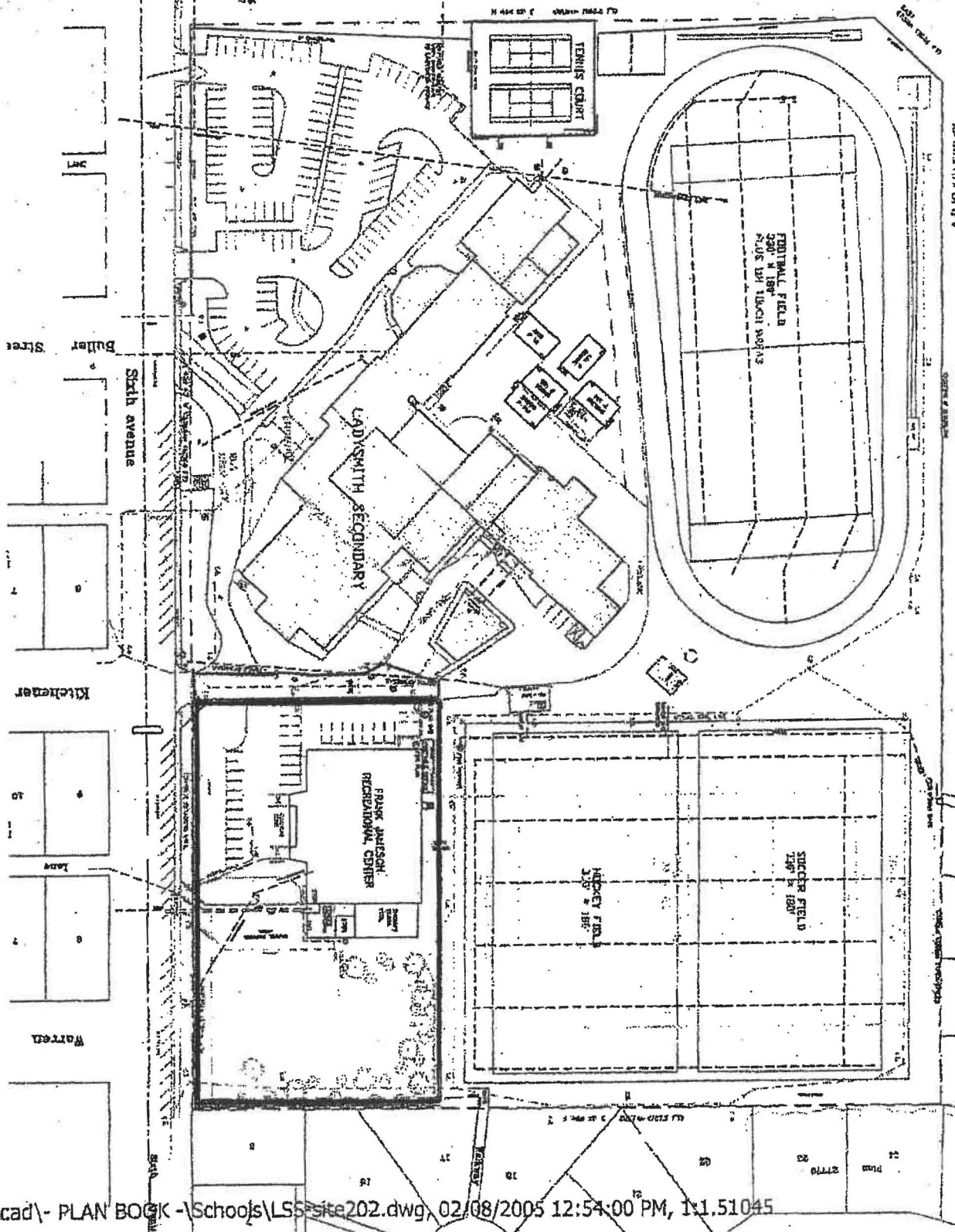
Authorized Signatory, **ROB HUTCHINS, MAYOR**



~~AUTHORIZED SIGNATORY~~
Attachment: Schedule A **TANYA KAUL, ACTING MANAGER OF CORPORATE SERVICES**

SCHEDULE "A"

LAWRENCE SECONDARY
 SITE ADDRESS
 700 SIXTH AVENUE
 PART OF LOT 1, LAMB 19008
 CRUISER LAND DISTRICT, LOT 35
 EXCLUDES PART IN PLAN 23927





MUNICIPAL INSURANCE ASSOCIATION
of British Columbia

Certificate: 0133

Page: 1

**MEMBERSHIP CERTIFICATE AND
EVIDENCE OF LIABILITY PROTECTION**

This Membership Certificate is issued for the Coverage Period set out below in accordance with the application filed with and accepted by the Association.

Insured Party: Town of Ladysmith **Assessment:** \$79,037

Coverage Period: January 1, 2007 to January 1, 2008
Standard Time at the address of the insured party.

Coverage A: Bodily Injury, Personal Injury, and/or Property Damage Liability including Non-owned auto. Limit of Liability \$35,000,000 per Occurrence including damages and allocated loss expenses combined.

Coverage B: Errors and Omissions Liability. Limit of Liability \$35,000,000 per Occurrence including damages and allocated loss expenses combined. This coverage (B) is afforded on a "claims made" basis.

Coverage C: Supplementary Payments: Defence and Other Costs.

Deductible: Coverages A, B, or C: \$10,000 **Group Membership:** Group C

ADDITIONAL NAMED INSURED

Notwithstanding any requirement, term or condition of any agreement, whether oral or in writing, or the requirement of any document, with respect to which this certificate is issued or may pertain, the insurance evidenced by this certificate is subject to all terms and exclusions and conditions of the above noted Coverages.

- A) Crown Forest Industries Limited: Forest company leasing land from municipality.
- B) C.P. Rail: with respect to the private crossing at Mile 57.38, Victoria Subdivision.
- C) City of Nanaimo: with respect to the use of the City of Nanaimo's Fire Department Training Centre by the Town.
- D) Her Majesty the Queen in the Right of the Province of British Columbia Ministry of Environment with respect to contract CETEAM1114.
- E) E&N Railway Company (1998) LTD. with respect to Contractor's Agreements covering work performed at Mile Post 57.95 Permit No. 000608.
- F) Her Majesty the Queen in Right of the Province of British Columbia Ministry of Transportation and Highways with respect to the use and occupancy of the Highway for the Remembrance Day Parade.
- G) Sally Steeves with respect to the leased property located at 336 Belaire Street, Ladysmith, B.C.
- H) Her Majesty the Queen in Right of the Province of British Columbia Ministry of Transportation and Highways with respect to the use and occupancy of the Highway on January 30, 2005 Cenotaph Dedication Ceremony.
- I) BC Hydro and BCTC with respect to a Right of Way Agreement known as Circuit No 1L109/122 structure 13/6. Assignment PA 4919, File 501-1402.0(6)-1, but only with respect to claims arising from the operations of the Insured Subscriber.
- J) Her Majesty the Queen in Right of the Province of British Columbia Minister Responsible for the Land Act with respect to a Licence of Occupation for land described as Lot 1, Block 182, Oyster District, Plan VIP58418, agreement number 1406842, but only with respect to claims arising from the operations of the Insured Subscriber.
- K) School District 68 (Nanaimo - Ladysmith) with respect to the Lease Agreement dated October 11, 2007, but only with respect to liability claims arising from the use and occupancy of the named facility by the Insured Subscriber.

In witness whereof, this Certificate has been executed this
October 31, 2007 by the Municipal Insurance Association of
British Columbia in Vancouver, B.C.

Attorney-in-fact

BYLAW STATUS SHEET
June 17, 2025

Bylaw #	Description	Status
2131	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.). Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing and third reading December 19, 2023. MOTI approval received January 15, 2024. Waiting on the applicant to meet the conditions of approval and provide the Town with documentation. Covenant can be completed once Town receives consolidated parcel confirmation.
2133	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. Public Hearing required. MOTI approval required. Waiting on applicant to submit Development Permit per Council Resolution.
2161	"Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161". To expand the mobile home park at 10940 Westdowne Road.	First and second readings, November 21, 2023. Second reading rescinded, second reading as amended, December 5, 2023. Public Hearing and third reading December 19, 2023. Waiting on the applicant to meet the conditions of approval and provide the Town with documentation. Covenant can be completed once Town receives consolidated parcel confirmation.
2173	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2173". To allow storage capabilities at 10910 Westdowne Road.	First and second readings, December 17, 2024. Public Hearing and third reading January 21, 2025. Waiting on the applicant to provide a Stormwater Management Plan and stormwater covenant retainer. MOTI requires a commercial access permit and driveway access improvements.



Ministry of
Transportation
and Transit

Our file: 2025-00362
Your file: 3360-23-08
Related to: 3360-20-02
Date: June 09, 2025

Town of Ladysmith
132 Roberts Street
Ladysmith, BC V9G 1A2

The Ministry of Transportation and Transit (MoTT) has received and reviewed your referral of January 23, 2025 to amend previous referral file 3360-20-02 related to rezoning/ OCP amendment for 1130 Rocky Creek Road for a proposed commercial plaza. The subject property does fall within Section 52 of the Transportation Act and will require Ministry of Transportation and Infrastructure formal approval.

In regards to the applicant's request to have rezoning conditions withdrawn related to the construction of a roundabout:

- The roundabout is not a requirement of the Ministry of Transportation and Transit nor is it required from a traffic operations perspective in relation to the Highway 1 signalized intersection.
- The raised median along Ludlow, that would restrict left turns in/out of adjacent commercial properties, is not a requirement of MoTT until such time as the roundabout is constructed.
- Any operational impacts along Ludlow with the uncontrolled left turns on/off from the adjacent commercial accesses would be the responsibility of Ladysmith to manage.
- The ministry will monitor the traffic operation of the Highway 1 intersection and make signal timing adjustments as required.

Thank you for the opportunity to comment. If you or the proponent has any questions, please let me know

Sincerely,

Derek Atchison

Development Services Officer
Vancouver Island District – Nanaimo

Ministry of
Transportation and
Infrastructure

Vancouver Island District

Mailing Address:
District Office Address:
2100 Labieux Road
Nanaimo, BC V1J 6M7



1. Application

Stewart McDannold Stuart
837 Burdett Avenue
2nd Floor
Victoria BC V8W 1B3
2503807744

File No.: 173 221 RB-ce

2. Description of Land

PID/Plan Number	Legal Description
031-792-022	LOT 1 DISTRICT LOTS 24 AND 38 OYSTER DISTRICT PLAN EPP110197

3. Nature of Interest

Type	Number	Additional Information
MODIFICATION	CB215820	Except section 9
PRIORITY AGREEMENT		Section 9

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

OYSTER HARBOUR DEVELOPMENT CORP., NO.BC1242155, AS TO MODIFICATION
FIRST CREDIT UNION, NO.FI 43, AS TO PRIORITY

6. Transferee(s)

TOWN OF LADYSMITH
410 ESPLANADE, PO BOX 220
LADYSMITH BC V9G 1A2

7. Additional or Modified Terms

8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

Oyster Harbour Development Corp.

As to Modification

By their Authorized Signatory

Print Name:

Print Name:**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

First Credit Union

As to Priority

By their Authorized Signatory

Print Name:

Print Name:**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Charge

Witnessing Officer Signature

Execution Date

YYYY-MM-DD

Transferor / Transferee / Party Signature(s)

Town of Ladysmith

By their Authorized Signatory

Print Name:

Print Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

TERMS OF INSTRUMENT - PART 2

WHEREAS:

- A. The Transferor is the registered owner of the following lands and premises:

PID 031-792-022
LOT 1 DISTRICT LOTS 24 AND 38 OYSTER DISTRICT PLAN EPP110197

(the “**Lands**”);
- B. The Transferee is the Town of Ladysmith;
- C. The Transferor granted a covenant, pursuant to section 219 of the *Land Title Act*, to the Transferee, which was registered at the Victoria Land Title Office under registration number CB215820 (the “**Section 219 Covenant**”);
- E. The Section 219 Covenant prohibited Transferor from building on or developing the Lands without first entering into a servicing and latecomers agreement attached as Schedule “C” to the Section 219 Covenant, and providing to the Transferee security required under that servicing and latecomers agreement (the “**Servicing and Latecomers Requirement**”);
- F. Subsequent to the registration of the Section 219 Covenant, the Transferor has requested amendments that would permit it to build and construct on the Lands without first complying with the Servicing and Latecomers Requirement; and
- G. The Transferor and the Transferee have agreed to amend the Section 219 Covenant to remove the Servicing and Latecomers Requirement, provided that the Transferor comply with other restrictions on the development and use of the Lands as specified in this modification agreement (the “**Modification Agreement**”).

NOW THEREFORE IN CONSIDERATION of the premises and for other good and valuable consideration of the receipt and sufficiency of which are hereby acknowledged, the parties agree that Covenant No. CB215820 be amended as follows:

1. The following are added as sections 1(j), (k), and (l):
 - (j). “Class A Estimate” means an estimate of the cost of constructing the Frontage Improvements, based on completed construction documents, sufficient to allow the Transferee to procure the Frontage Improvements, such estimate to include all labour and material costs,

allowance for all costs resulting from the schedule for construction, and all actual associated costs, including cash allowances, contingencies, allowances for design escalation, market conditions and anticipated amendments;

- (k) "Frontage Improvements" means the frontage improvements required under Town of Ladysmith "Subdivision and Development Servicing Bylaw 2013, No. 1834", as amended or replaced from time to time, as a condition of issuing a building permit for development on the Lands;
- (l) "Maintenance Bond Estimate" means an estimate of the cost of maintaining the Frontage Improvements for a period of one year from the date of substantial completion of the Frontage Improvements;

2. Sections 3, 4 and 5 of the 219 Covenant are deleted and replaced with the following:

"3. The Transferor shall not build on or develop the Lands, or permit building or development on the Lands, unless the Transferor has first:

- a) provided to the Transferee for its approval and acceptance, the Class "A" Estimate, the Maintenance Estimate, and any documents used in the development of the Class "A" Estimate or the Maintenance Estimate;
- b) entered into a servicing agreement with the Transferee in the form substantially contained in Schedule "D" to this Agreement for the Frontage Improvements, using the Class "A" Estimate as the basis for the bond required pursuant to section 3(1) of the servicing agreement, and the Maintenance Bond Estimate as the basis for the maintenance bond required under section 7(1) of the servicing agreement; and
- c) provided to the Transferee in cash the bond and maintenance bond required under the servicing agreement.

For certainty, the requirements contained in this section 3 in no way restrict the obligation of the Transferor to comply with other requirements related to the development of the Lands under any Town of Ladysmith bylaws, including requirements under the Subdivision and Servicing Bylaw 2013, No. 1834 as it relates to servicing requirements that are not frontage improvements.

4. The Transferor shall only build, construct, or permit any building or construction of any parking lot on the Lands, or any vehicular access or egress on the Lands, in accordance with the plans attached as Schedule "C" to this Agreement. Without limiting the generality of the foregoing, the Transferor shall:

- a) prohibit vehicular access to the Lands from Ludlow Road; and
- b) limit vehicular egress from the Lands to Ludlow Road to a single, right out only egress, including by installing a channelizing curb for right-out only egress in accordance with the plans attached as Schedule "A" to this Agreement.

The restrictions and requirements contained in this section 4 shall remain in place until such time as a roundabout has been constructed at the intersection of Ludlow Road and Rocky Creek Road,

5. The Transferor shall not occupy, or permit the occupancy of, any building on the Lands unless the Transferor has first:

- a) constructed a gravel pathway adjacent to the Lands at the location specified in Schedule "C" to this Agreement, in accordance with the Town of Ladysmith specifications regarding such gravel pathways; and
- b) installed a "no U-Turn" sign at the intersection of Ludlow Road and Rocky Creek Road, at the location specified in Schedule "C" to this Agreement."

- 3. The reference to Schedule "C" in section 6(d) of the Section 219 Covenant is deleted and replaced with a reference to Schedule "B".
- 4. Schedule "C" to the Section 219 Covenant is deleted and replaced with Schedule "C" to this Modification Agreement.

Schedule "D" to this Modification Agreement is added to the Section 219 Covenant.

- 5. For certainty, there is no Schedule 'A' or "B" to this Modification Agreement.
- 6. Except as expressly modified by this Modification Agreement, the Section 219 Covenant and all its terms and conditions shall continue in full force and effect and apply as to the Section 219 Covenant and this Modification Agreement. The Section 219 Covenant t and this Modification Agreement shall be read and construed as one instrument.
- 7. This Modification Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.
- 8. This Modification Agreement may be executed in counterpart with the same

effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Modification Agreement. This Modification Agreement may be delivered by electronic means.

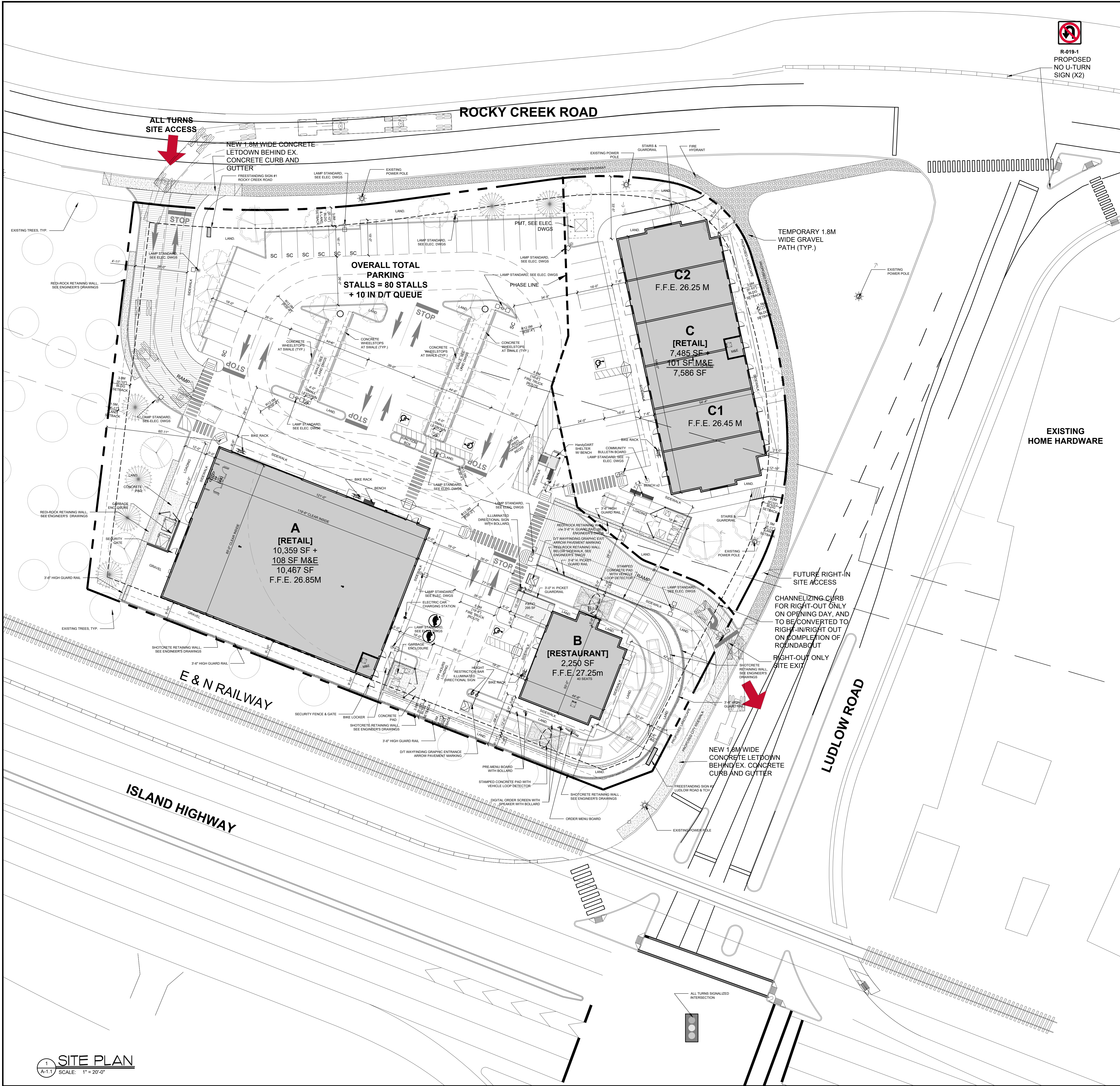
9. First Credit Union, the registered holder of a charge by way of Mortgage and Assignment of Rents against the Lands and registered under Nos. CB295448 and CB295449 respectively (collectively the “**Charge**”) in the Land Title Office at Victoria, British Columbia, for and in consideration of the sum of One (\$1.00) Dollar paid by the Transferee to the said Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Transferee, its successors and assigns, that the within modification to the Section 219 Covenant shall be an encumbrance upon the Lands in priority to the Charge in the same manner and to the same effect as if it had been dated and registered prior to the Charge.

IN WITNESS WHEREOF the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C attached hereto.

SCHEDULE “C”

SITE PLAN

This schedule begins on the next page.



AERIAL PLAN
SCALE: NTS

SITE INFORMATION:	
LEGAL DESCRIPTION:	LOT A, DISTRICT LOTS 24 AND 38, OYSTER DISTRICT, PLAN VIP71248
CIVIC ADDRESS:	1130 ROCKY CREEK ROAD, LADYSMITH, BC
EXISTING ZONING:	CD1 (TOURIST SERVICE)
EXIST. LOT AREA (DL 38 & DL 24):	87,177 SF (8,099 SM)
PROPOSED LOT AREA:	94,021 SF (8,735 SF)
BUILDING AREA (G.F.A.):	20,303 SF (1,886 SM)
LOT COVERAGE:	20,303 SF / 94,021 SF x 100 = 21.6%
FLOOR AREA RATIO: (MAX. 0.6)	0.216

GROSS FLOOR AREAS:	
PROPOSED BUILDING AREAS:	
BUILDING A [RETAIL]:	10,467 SF (972 SM)
BUILDING B [RESTAURANT]:	2,250 SF (209 SM)
BUILDING C [RETAIL]:	7,586 SF (705 SM)
TOTAL GROSS FLOOR AREA:	20,303 SF (1,886 SM)

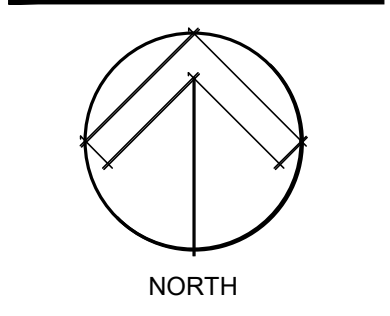
PARKING REQUIREMENTS:	
TOTAL PARKING REQUIRED:	64 STALLS
TOTAL PARKING PROVIDED:	80 STALLS + 9 IN D/T QUEUE
PARKING RATIO (NOT INCL. D/T QUEUE):	3.9 / 1,000 SF & 4.2 / 100 SM
PARKING RATIO (INCL. D/T QUEUE):	4.4 / 1,000 SF & 4.7 / 100 SM
PARKING PROV'D BREAKDOWN:	REGULAR STALLS = 66 (82.5%) HANDICAPPED STALLS = 4 (5%) SMALL CARS = 8 (10%) ELECTRIC VEHICLE = 2 (2.5%)

PARKING REQUIREMENTS & CALCULATIONS:	
RETAIL OR OFFICE (1 PER 323 SF (30 SM) GFA) = 18,053 SF / 323 SF = 55.89 STALLS	
RESTAURANT OR COFFEE SHOP (1 PER 5 SEATS) = 40 SEATS / 5 = 8 STALLS	
TOTAL PARKING REQUIRED (ROUND NEAREST) =	63.89 STALLS
COMMERCIAL LOADING: 2 PER 5,393SF (501 SM) TO 26,910 SF (2500 SM) = 2	
BICYCLE, CLASS A (LOCKERS): 1 PER 10 EMPLOYEES; 0.6m W. x 1.8m L.	
BICYCLE, CLASS B (RACKS): 10% OF REQUIRED PARKING SPACES = 64 x 10% = 6.4	

PARKING SIZES:	
REGULAR CAR STALL	2.6m (8'-6") x 5.8m (19'-0")
HANDICAP CAR STALL (MIN. 5% OF REQ'D)	3.7m (12'-2") x 5.8m (19'-0")
SMALL CAR STALL (MAX 25% OF REQ'D)	2.5m (8'-3") x 4.9m (16'-1")
LOADING SPACE	3.0m (9'-10") x 9.0m (29'-6")
MANOEUVERING AISLE	7.3m (24'-0")
*ADD 0.6m (2'-0") TO ANY PARKING STALL ADJACENT TO A FENCE, WALL, STRUCTURE	

GENERAL NOTE:
BOUNDARIES SHOWN HEREON ARE DERIVED FROM EXISTING RECORDS AND MUST BE CONFIRMED BY SURVEY PRIOR TO THE DETERMINATION OF DIMENSIONS OR AREAS FOR DEVELOPMENT PURPOSES.

revisions	
1	2025-05-26 RE-ISSUED FOR RZ/DVP
2	2025-05-26 COVER FOR RZ/DVP
3	2025-05-26 RE-ISSUED FOR DP
4	2025-05-26 RE-ISSUED FOR DP
5	2025-05-26 RE-ISSUED FOR DP
6	2025-05-26 RE-ISSUED FOR DP
7	2025-05-26 RE-ISSUED FOR DP
8	2025-05-26 RE-ISSUED FOR DP
No.	Date Description



This drawing, as an instrument of service, is the property of Urban Design Group Architects Ltd., and may not be reproduced, copied or loaned without written permission.

All designs, concepts, and other information shown on this drawing, are for use on this project only, and shall not be used otherwise without written permission.

consultant

COMMERCIAL DEVELOPMENT
OYSTER HARBOUR DEVELOPMENT CORP.
1130 ROCKY CREEK ROAD, LADYSMITH, BC



URBAN DESIGN GROUP ARCHITECTS LTD.
SUITE 1020 - 777 HORNBY STREET
VANCOUVER, BC V6Z 1S4 CANADA
TEL 604.687.2334 WWW.UDGA.CA

project number **4874**
sheet title

SITE PLAN

date	2020-07-16	sheet number	
scale	AS NOTED		
drawn	CDC		A-1.1
checked	AV		

SCHEDULE D

SERVICING AGREEMENT

FRONTAGE IMPROVEMENT WORKS AND SERVICES AGREEMENT

THIS AGREEMENT made the day of , 20 .

BETWEEN:

TOWN OF LADYSMITH
BOX 220, 410 ESPLANADE
LADYSMITH, BC V9G 1A2

(the "Town")

OF THE FIRST PART

AND:

NAME
ADDRESS
ADDRESS 2

(the "Developer")

OF THE SECOND PART

WHEREAS:

- A. The Developer desires to develop certain lands within the Town legally described as:

PID 031-792-022

LOT 1 DISTRICT LOTS 24 AND 38 OYSTER DISTRICT PLAN EPP110197

(the "Land");

- B. Pursuant to Section 506.03 of the *Local Government Act* the Developer intends to provide frontage improvement Works and Services, in accordance with the Standards prescribed in the Subdivision and Development Bylaw of the Town on the Land and on that portion of street immediately adjacent to the Land up to the centre line of the street

(the "Works");

- C. The Developer has requested approval of the Subdivision or issuance of a building permit prior to the construction and installation of the Works and is agreeable to entering into this agreement pursuant to Section 509 of the *Local Government Act* and to provide the Bond specified by this Agreement.

NOW WITNESSETH that in consideration of the Town accepting this Bond and Agreement prior to the completion of the Works, the Town and the Developer covenant and agree as follows:

Interpretation

1. In this Agreement:

"Complete" or "Completion" or any variation of these words when used with respect to the Works means completion to the satisfaction of the Engineer on the date certified by him in writing.

"Engineer" means the Director of Infrastructure Services of the Town appointed by the Municipal Council, or any other person from time to time duly authorized to act in his stead by the Council or the Engineer.

"Works" means the frontage improvement Works and Services to be performed and constructed by the Developer as a condition precedent to the issue of the Building Permit under Section 506.03 of the *Local Government Act* and the bylaws of the Town and as more particularly described in Schedule "A" to this Agreement.

Time for Completion

2. The Developer shall complete the Works to the satisfaction of the Engineer within one day of the execution of this Agreement.

Bond

3. (1) As security for the due and proper performance of all of the covenants and agreements contained in this Agreement and the Works contemplated, the Developer has deposited with the Town cash in the amount of \$_____ as a Bond within the meaning of Section 509 of the *Local Government Act* (the "Bond").
- (2) The Developer agrees that if the Works are not Completed by the date stated in Section 2, the Town may complete the Works, at the cost of the Developer, and for that purpose may draw down upon the Bond the full amount of the Bond. The Developer's responsibility for the cost of the Works completed by the Town pursuant to this section 3, shall be limited to the amount of the Bond.
- (3) The Town may Complete the Works either by itself or by contractors employed by it.
- (4) The cost of the Works shall include the actual cost of construction of them plus engineering, supervision, legal, survey and other costs.
- (5) An administration fee in the amount of 2 percent of the amount of the Bond, to a maximum of \$2,000.00 shall be made payable to the Town at the time the Bond is provided.

Standards of Works

4. (1) The Works shall be constructed to the standards required by the Subdivision and Servicing Bylaw 2013, No. 1834 of the Town and to the satisfaction of the Engineer. If at the time this Agreement is entered into the Subdivision and Servicing Bylaw 2013, No. 1834 has been amended or replaced, the Works shall be constructed to the standard required in the bylaw in force at the time this Agreement is entered into.
- (2) If the Works prove to be in any way defective or do not operate as designed and intended then the Developer shall, at the expense of the Developer, modify and reconstruct the Works so that they are fully operative and function to the satisfaction of the Engineer.

Comply with Regulations

5. (1) The Developer shall comply with the provisions of all Town Bylaws throughout the construction of the Works.
- (2) In the event that any material or debris should be left upon any road after the construction of the Works, the Developer covenants and agrees that the Town may forthwith remove the material or debris at the expense of the Developer, and the cost of the removal shall be determined by the Engineer.

Changes in Standards

6. The Developer covenants and agrees to comply with any changes in subdivision requirements or standards established by bylaw prior to the substantial commencement upon the Land of the Works contemplated by this Agreement.

Maintenance of Works

7. (1) The Developer shall leave with the Town for a period of one (1) year from the date of Substantial Completion the sum of _____ Dollars (\$_____) in cash as security for the maintenance of the Works in complete repair for a period of one (1) year from Completion.

Indemnity

8. The Developer covenants and agrees to save harmless and effectually indemnify the Town against:
 - (a) all expenses and costs which may be incurred by reason of this Agreement resulting in damage to any property owned in whole or in part by the Town or which the Town by duty of custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain.

Town's Duty

9. The Town shall permit the Developer to perform all Works upon the terms and conditions contained in this Agreement.

Certificate of Acceptance

10. The Town agrees to provide the Developer with a Certificate of Acceptance of the Works signed by the Engineer upon satisfactory Completion of the Works.

No Representations

11. It is understood and agreed that the Town has made no representation, covenants, warranties, guarantees, promises or agreements with the Developer other than those in this Agreement and except those required by the Approving Officer.

Town Property in Works

12. Upon issuance of the Certificate of Acceptance the Works become the property of the Town, free and clear of any claim by the Developer or any person claiming through the Developer, and the Developer shall save harmless the Town from any claims and agrees that any claims may, at the option of the Town be paid by and from the Bond.

Terminology

13. Wherever the singular and masculine are used in this Agreement, they shall be construed as meaning the plural or the feminine or body corporate or politic where the context or the parties require.

Binding Effect

14. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their respective successors and permitted assignees.

Heading

15. The headings in this Agreement are inserts for convenience only and shall not be construed as part of this Agreement for the purpose of interpretation.

No Limitation

16. For certainty, this Agreement does not limit or in any way affect the requirement of the Developer to install other works and services required as a precondition of obtaining a building permit under the Subdivision and Servicing Bylaw 2013, No.

1834, or any other enactment, it being the intention of the parties that this Agreement only pertains to frontage works required

IN WITNESS the parties have signed and sealed this Agreement on the day it was made.

The Corporate Seal of the)
TOWN OF LADYSMITH was affixed)
In the presence of:)
)
_____)
Mayor)
)
_____)
Clerk)

The Corporate Seal of the)
DEVELOPER was affixed in the)
Presence of:)
)
_____)
)
)
_____)
)

The amount and form of this Bond and Agreement is approved by the Approving Officer for the Town of Ladysmith this ____ day of _____, _____.

Approving Officer

**SCHEDULE A
WORKS**

[to be inserted at time of execution]